

**Resource 1:**

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<http://www.dummies.com/how-to/content/the-essentials-of-excel-2010-pivot-tables-and-pivo.html>

**The Essentials of Excel 2010 Pivot Tables and Pivot Charts**

- **How to Create a Pivot Table in Excel 2010**
- **How to Format an Excel 2010 Pivot Table**

**Resource 2:**

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<http://www.addictivetips.com/windows-tips/office-excel-2010-tutorial-pivot-tables/>

**What Is A Pivot Table?**

The Pivot tables are used to summarize, analyze, explore and present your data. A Pivot table is a way to extract data from a long list of information and present it in a more meaningful and user friendly understandable format. For example, let's say that we have the data of student scores in a spreadsheet, you could turn this into a pivot table, and then view only the Math scores for each pupil.

**How To Create A Pivot Table In Excel 2010**

Here are the steps to create a Pivot table in Excel 2010.

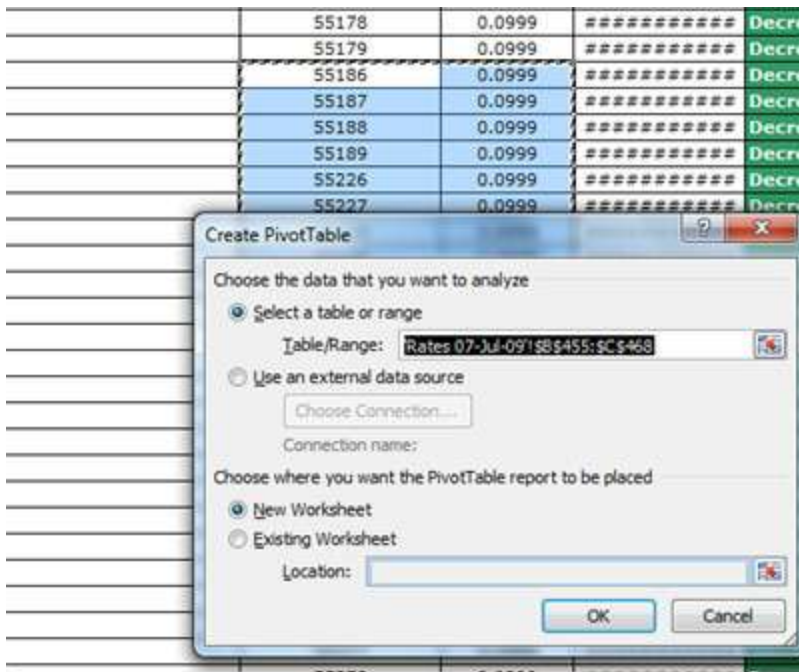
Step 1: First of all, please make sure to select the data range for which you want to make the pivot table.

|  |       |        |   |
|--|-------|--------|---|
|  | 55178 | 0.0999 | # |
|  | 55179 | 0.0999 | # |
|  | 55186 | 0.0999 | # |
|  | 55187 | 0.0999 | # |
|  | 55188 | 0.0999 | # |
|  | 55189 | 0.0999 | # |
|  | 55226 | 0.0999 | # |
|  | 55227 | 0.0999 | # |
|  | 55228 | 0.0999 | # |
|  | 55229 | 0.0999 | # |
|  | 55246 | 0.0999 | # |
|  | 55247 | 0.0999 | # |
|  | 55248 | 0.0999 | # |
|  | 55249 | 0.0999 | # |
|  | 55286 | 0.0999 | # |
|  | 55287 | 0.0999 | # |
|  | 55288 | 0.0999 | # |
|  | 55289 | 0.0999 | # |

Step 2: Insert the Pivot Table by going to the *Insert* tab and then clicking the *Pivot Table* icon.



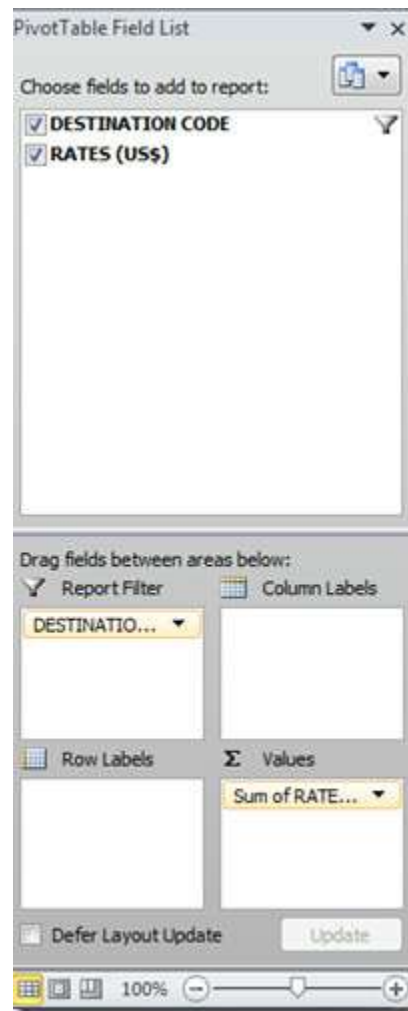
Step 3: Select the target cells where you want to place the pivot table. For starters, select the *New Worksheet* option.



Step 4: The new worksheet will open and you will be able to see the pivot table that you just created, you can now generate the report from this table and can perform various operations on this table for better visualization and presentation of data. Just for example I calculated the sum of all of the selected cells.

|   | A                   | B     | C |
|---|---------------------|-------|---|
| 1 | DESTINATION CODE    | 355   |   |
| 2 |                     |       |   |
| 3 | Sum of RATES (US\$) | Total |   |
| 4 | Total               | 0.078 |   |
| 5 |                     |       |   |

In the right side, you will see the Pivot Table Panel which contains many useful options to work with the Pivot table.



### Resource 3:

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<http://www.contextures.com/xlPivot06.html#turnoff>

## Generate GetPivotData

In Excel 2002, and later versions, when you type an equal sign, then click on a cell in a pivot table, you may see a GETPIVOTDATA formula, instead of a cell reference.

In this pivot table tutorial you'll see how to work around that problem, or prevent it from occurring.

If you prefer to use a cell reference, you can:

- type the reference, e.g. **=B5**

or

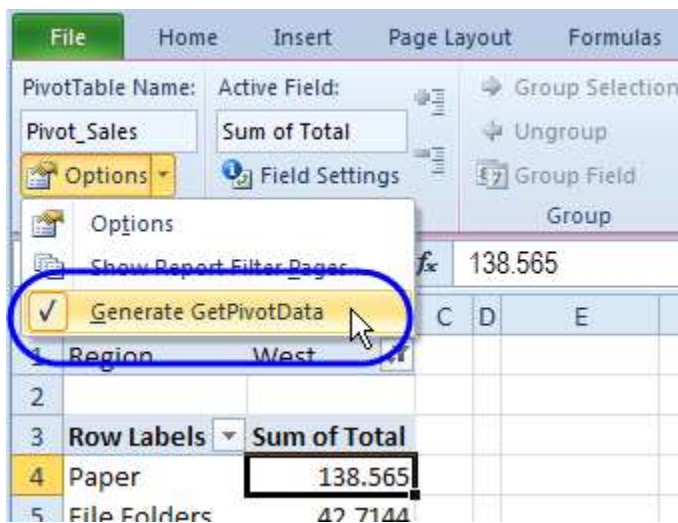
- use the **Generate GetPivotData** command to turn this feature off. See instructions below, for finding this command.

## Turn Off Generate GetPivotData

### In Excel 2007/2010

In Excel 2007 and Excel 2010, you can turn off the **Generate GetPivotData** command by using a command in the Excel Ribbon.

1. Select any cell in a pivot table.
2. On the Ribbon, under PivotTable Tools, click the Options tab
3. In the PivotTable group, click the drop down arrow for Options
4. Click the Generate GetPivotData command, to turn the feature off or on.



To watch a brief video demonstration, go to the above link.

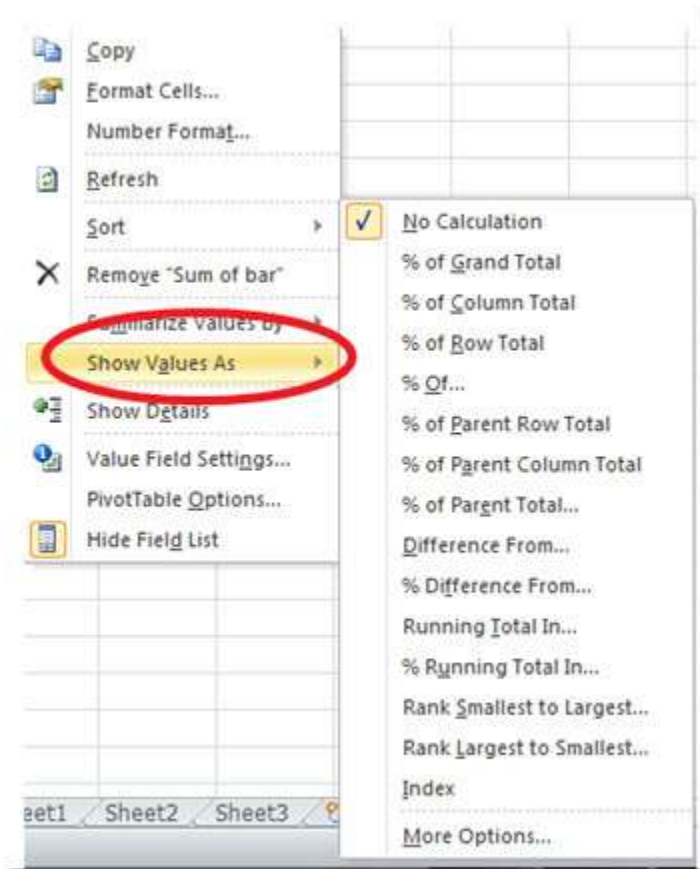
## Resource 4:

<http://www.addictivetips.com/windows-tips/office-excel-2010-tutorial-pivot-tables/>

## What's New In The Excel 2010 Pivot Table

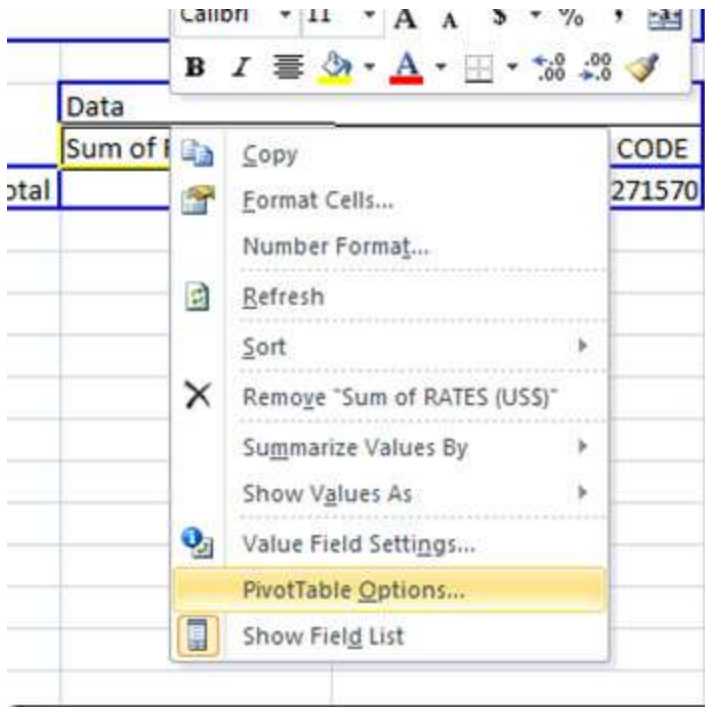
As discussed in the introductory paragraph, Pivot Tables were also present in Microsoft Excel 2007, lets see what new enhancements have been made to the Excel 2010 Pivot tables.

1. It includes a new feature called *Show Values As*, right click the Pivot table and choose *Show Values As*, you will see many new options here. It helps you in trying out several different calculations until you get exactly what you were looking for.

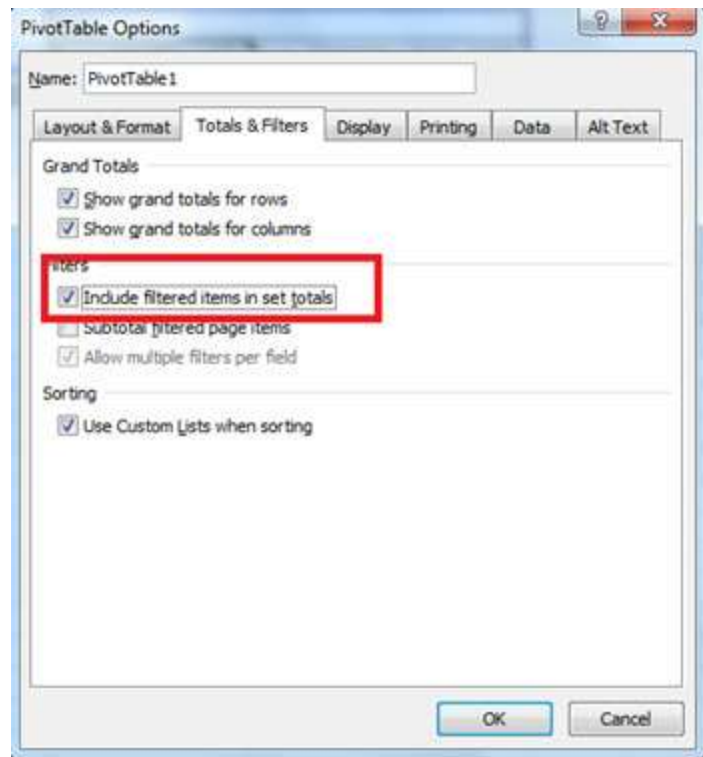


2. It offers many new calculations, almost six new calculations have been added to it.

3. It includes some great visual totals. Visual Totals refer to what totals should be shown when one or more members are filtered. You can turn this feature ON of OFF, simply right click the Pivot Table and choose the *Pivot Table Options* option here.



In the PivotTable Options window, go to the *Tools & Filter* tab and check/uncheck the *Include filtered items in set totals* option to enable/disable it.



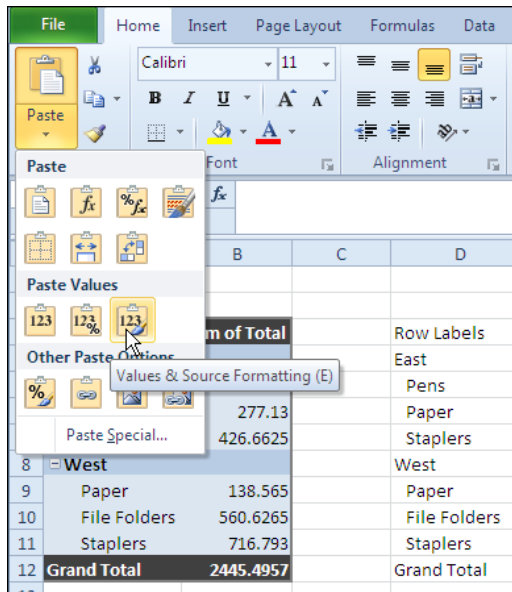
## Resource 5:

<http://blog.contextures.com/archives/2010/09/22/copy-pivot-table-format-and-values/>

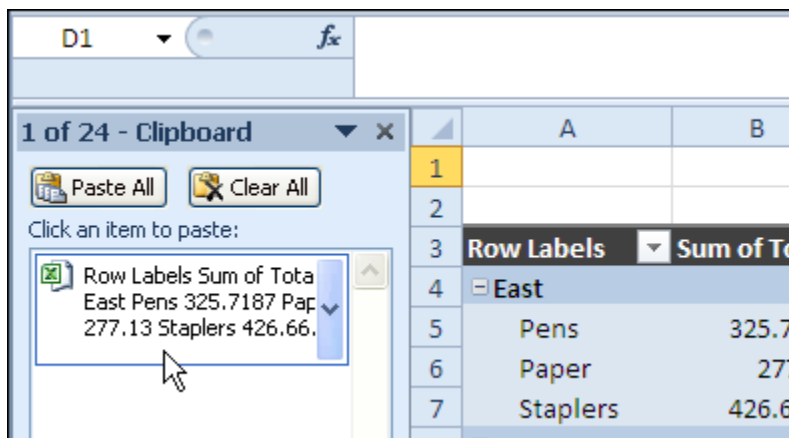
### Copy Pivot Table Format and Values

By Debra Dalglish, on September 22nd, 2010

To keep your data details confidential, you might want to send someone a copy of a pivot table, without the link back to its source data. It's easy to copy a pivot table, and paste it as values, but if you try to paste the values and source formatting, you'll be disappointed by the results. The values are pasted, but not the PivotTable Style formatting.



Fortunately, [John Walkenbach](#) discovered that you can paste from the Office Clipboard, instead of using the Paste Values command, and the PivotTable Style formatting is pasted too.



The result is something that looks like the original pivot table, without the link to the source data.

|    | A                  | B                   | C | D                | E                |
|----|--------------------|---------------------|---|------------------|------------------|
| 1  |                    |                     |   |                  |                  |
| 2  |                    |                     |   |                  |                  |
| 3  | <b>Row Labels</b>  | <b>Sum of Total</b> |   | <b>Row Label</b> | <b>Sum of To</b> |
| 4  | ▭ East             |                     |   | East             |                  |
| 5  | Pens               | 325.7187            |   | Pens             | 325.7187         |
| 6  | Paper              | 277.13              |   | Paper            | 277.13           |
| 7  | Staplers           | 426.6625            |   | Staplers         | 426.6625         |
| 8  | ▭ West             |                     |   | West             |                  |
| 9  | Paper              | 138.565             |   | Paper            | 138.565          |
| 10 | File Folders       | 560.6265            |   | File Fold        | 560.6265         |
| 11 | Staplers           | 716.793             |   | Staplers         | 716.793          |
| 12 | <b>Grand Total</b> | <b>2445.4957</b>    |   | <b>Grand Tot</b> | <b>2445.496</b>  |
| 13 |                    |                     |   |                  |                  |