

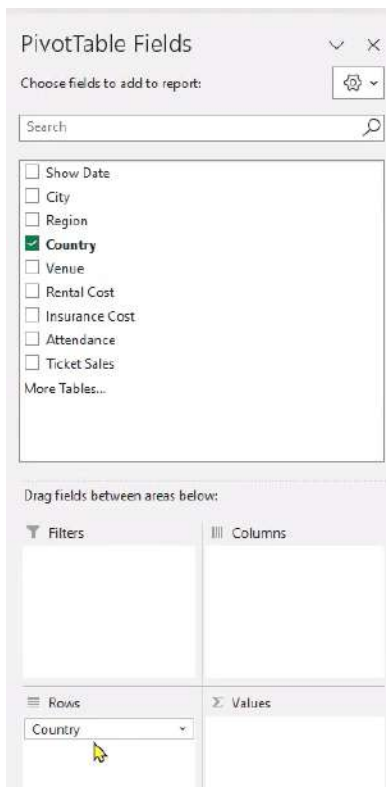
Advanced Pivot Tables for Deeper Analysis

The Benefits of Pivot Tables

1. **Data Summarization:** Pivot tables allow you to quickly summarize large datasets by grouping, counting, and calculating totals, averages, and percentages, all without modifying the original data.
2. **Dynamic Reporting:** With pivot tables, you can easily rearrange rows and columns to explore different aspects of your data to create reports.
3. **Data Analysis:** Pivot tables offer powerful tools such as filtering, sorting, and drilling down into details, making it easier to analyze and identify trends or insights in your data.

Pivot Table Layouts

- You can easily rearrange fields between rows, columns, values and filters to explore different views of your data



- Subgrouping Data: Subgrouping in pivot tables allows you to organize and summarize data within larger categories, such as grouping countries into cities or regions.

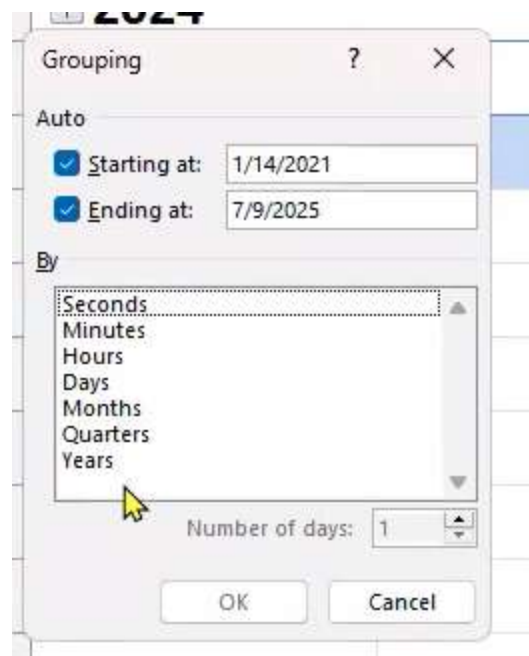
Customizing Your Pivot Table

Compact Form: This layout displays row labels in a single column, reducing the need for horizontal space. It's useful for summarizing data in a compact, easy-to-read format, but it may be harder to distinguish between different levels of data.

Outline Form: In this layout, each field in the rows area gets its own column, making it easier to see the hierarchy of your data. It visually separates each grouping, which can make large datasets more readable, but it takes up more horizontal space.

Tabular Form: Gridlines and subtotals appear at the bottom of the group rather than above. It shows data in a more traditional table-like format, ideal for exporting or printing a detailed report.

Grouping



- Grouping is a great way to present your data
- You can select or de-select to drill down your data further
- **Tip:** Right-click to expand/collapse the entire field

Calculated Fields, Items and Sets

Where to Find: Go to the Pivot Table Analyze button and navigate to Fields, Items & Sets.

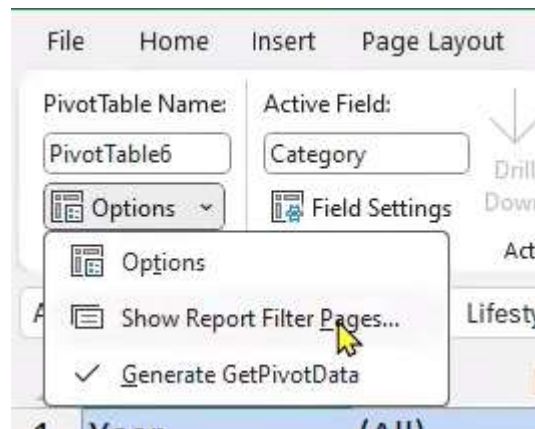
Calculated Field: Adding another field (column) that shows the calculation based on the existing data fields.

Calculated Items: You can perform calculations between items within the same pivot table field. For example, you can combine collectibles, home décor and stationery into one category called Mementos.

Sets: Pivot table sets are groups of fields or items that you can save and reuse for analysis, where you can create and maintain specific views of your data.

Generate Multiple Reports with One Click

By selecting the Show Report Filter Pages option, you will create multiple pivot tables according to the filter(s) that you selected!



Tip: Drilling Down Your Data: Double-click a number in your pivot table to see all the rows that make up that value in a new sheet.

[Watch the webinar replay here!](#) Interested in taking your training further? Register for a public or private session of [Pivot Like a Pro: Mastering Excel Pivot Tables](#) or check out our other [Excel courses](#).