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Fast, Free and Easy: Taking Advantage of Google Forms to Enhance Library Services

Bateup, Sarah; Walker, Daniel

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CREATING PIVOT TABLES

Here's a quick overview for creating and using a pivot table in excel

INSTRUCTIONS

- 1/ Clean up your columns and make sure that there's only one type of data per column, e.g. only dates in the column, or only names of products.
- 2/ Make sure each column has a heading.
- 3/ Select every cell in the table by pressing **Ctrl + A**.
- 4/ Create a table by pressing **Ctrl + T** – make sure to have the box **my table has headings** checked.
- 5/ Put the cursor in any cell of the table, choose the **Table design** tab at the top ribbon, and select **Pivot table** from the far left.
- 6/ Leave the first radio button checked and chose **New worksheet** to have the pivot table placed on a new sheet within your excel workbook.
- 7/ Drag categories from the top box of your pivot table menu into either the column or row boxes below and then choose a category you want to see the data for and drag it into the values box.
- 8/ Now you have a table created with just a few elements, select the table and go **insert** and choose a type of graph. Try a few graphs to see how the data makes the most sense.
- 9/ To create a new pivot table remove the categories out of the column, row and values field boxes in the pivot menu by simply dragging them out.

ACTIVITY

Try adding different categories to the column, row and values boxes to see how they go together.