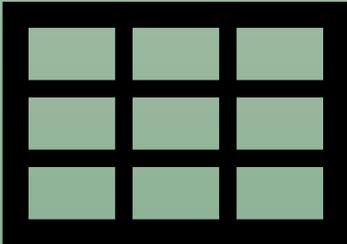


Key Takeaways from PivotTables: Part 1

A **PivotTable** is an Excel object that allows you to analyze raw transactional data by grouping and summarizing it into columns and rows.

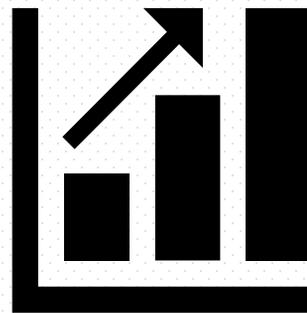
Create a PivotTable



1. Use **Insert** tab.
2. Go to the **Tables** group.
3. Click **PivotTable**.
4. Verify the Table/Range in the PivotTable dialog box that appears.
5. Choose the location for your new PivotTable.
6. Click **OK**.

Create a PivotChart

1. Go to the **PivotTable Analyze** tab.
2. Go to the **Tools** group.
3. Click **PivotChart**.
4. Review the choices that appear in the **Insert Chart** dialog box.
5. Select the option that works best.
6. Click **OK**.



Use Keyboard Shortcuts

Action

To format data as a Table

To use PivotTable Wizard

To create a new PivotTable

To create a new PivotChart (existing worksheet)

To create a new PivotChart (new worksheet)

Shortcut

CTRL + T

Use ALT + D, P

ATL + N, V, T

ATL + F1

F11