



Excel PivotTable Tip

Would you like to easily view inventory or sales by product, region, or even sales representative? You can with PivotTables, one of Excel's most powerful features. Why are they so powerful? Because PivotTables enable you to instantly summarize and make sense of your data, giving you the advantage you need to make important decisions about your business. Use a PivotTable when you want to calculate, summarize, and analyze data in a way that allows you to see comparisons, patterns, and trends in your data. Creating a PivotTable is much easier than using formulas to accomplish the same type of summarization.

The screen shot below is an example of a list of data, one row per product order.

Vendor Name	Restaurant Location	Order Date	Contact	Shipper	Category	Product Name	UnitPrice
ABC Foods	Orlando	01/17/19	Davis	Federal Shipping	Beverages	Dark Beer	\$7.75
West Distributors	Orlando	05/08/19	Kaplan	United Package	Beverages	Almond Milk	\$4.50
Berglunds Specialties	Miami	10/18/19	Denton	United Package	Beverages	Green Tea	\$263.50
Trader Jerry	Tampa	11/06/19	Kaplan	Federal Shipping	Produce	Uncle Bob's Organic Dried Pears	\$30.00
Southern Foods	Tampa	03/20/19	Denton	United Package	Meat/Poultry	Beef Tenderloin	\$23.79
Berglunds Specialties	Miami	06/01/19	Davis	United Package	Beverages	Decaf Coffee	\$46.00

The **PivotTable** below summarizes orders by Restaurant Location by Category.

Total Order	Category					Grand Total
Restaurant Location	Beverages	Condiments	Grains/Cereals	Meat/Poultry	Produce	Grand Total
Ft. Lauderdale	\$28,667.61	\$5,219.66	\$1,405.22	\$4,972.42	\$2,086.63	\$42,351.54
Jacksonville	\$4,963.62	\$954.72	\$1,729.30	\$4,129.64	\$6,864.09	\$18,641.37
Miami	\$10,224.18	\$3,815.43	\$285.11	\$2,757.75	\$2,242.72	\$19,325.19
Orlando	\$2,807.20	\$774.29	\$2,844.38	\$2,234.45	\$3,604.46	\$12,264.78
Tampa	\$12,536.18	\$4,287.35	\$7,266.94	\$5,191.34	\$8,736.45	\$38,018.26
Grand Total	\$59,198.79	\$15,051.45	\$13,530.95	\$19,285.60	\$23,534.35	\$130,601.13

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Why is it called a PivotTable?

The "pivot" part of a pivot table comes from the ability to rotate (or pivot) the data in the table in order to view it from a different perspective. When you do this, you are not adding to, subtracting from, or otherwise changing your data. You are simply reorganizing the data so you can see useful trends or gaps. Notice in the screen shots below, Restaurant Location and Category are "pivoted" to show the same data in a different view.

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Grains/Cereals	\$1,405.22	\$1,729.30	\$285.11	\$2,844.38	\$7,266.94	\$13,530.95
Meat/Poultry	\$4,972.42	\$4,129.64	\$2,757.75	\$2,234.45	\$5,191.34	\$19,285.60
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