

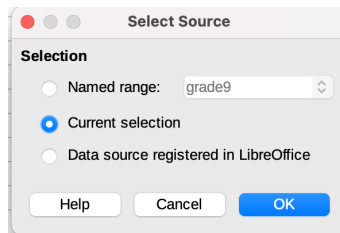
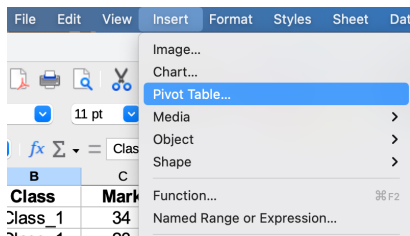
Making a Pivot Table

A Pivot Table is used to do calculations on a set of data. In this example we have the English marks for males and females in two classes. Both classes sat the same test. We want to find out:

1. Did Class_1 do better than Class_2?
2. Did the girls do better than the boys?

	A	B	C
1	Gender	Class	Mark
2	M	Class_1	34
3	F	Class_1	23
4	F	Class_1	26
5	M	Class_1	46
6	M	Class_1	54
7	F	Class_1	66
8	M	Class_1	90
9	M	Class_1	48
10	M	Class_1	46
11	M	Class_1	50
12	F	Class_1	34

1. Put the Marks, Class and Gender into columns in a spreadsheet.
2. Click somewhere in the data and then Insert -> Pivot Table



3. Click on OK

- Now you make the Pivot Table by moving the headings into the correct box.

- Before you click OK **double click** on Sum - Mark and change it to Average - Mark

- Click on OK and then click OK again.
- You should see this Pivot Table.

A	B	C	D
Average - Mark	Data		
Class	F	M	Total Result
Class_1	45.375	45.39393939	45.3877551
Class_2	63.94117647	59.8	62.40740741
Total Result	58	50.83018868	54.31067961

- If you don't see the **Total Result row and column** you will need to add totals by editing the table and making sure that the totals are selected

Options

Ignore empty rows
 Identify categories

Total columns
 Total rows

Add filter
 Enable drill to details

Click OK when finished.

9. Now format the table so that it looks like this.

	A	B	C	D
1	Average - Ma	Data		
2	Class	F	M	Total Result
3	Class_1	45.38	45.39	45.39
4	Class_2	63.94	59.80	62.41
5	Total Result	58.00	50.83	54.31

10. Now you have the information to answer the two questions

11. If you want you can make a column chart by clicking somewhere in the table and then Insert ->Chart to make something like this,

