

Topic 21:- **Pivot Table and Pivot Chart**

A PivotTable and a PivotChart are two powerful data analysis tools in Excel that help you summarize and visualize your data in a dynamic and interactive way. They are particularly useful for handling large datasets and gaining insights from your data. Here's an overview of both PivotTables and PivotCharts:

PivotTable:

A PivotTable is a data summarization tool in Excel that allows you to analyze and manipulate large sets of data. It organizes data into a concise table format, making it easier to extract meaningful information. Here's how to create a PivotTable:

- 1. Prepare Your Data:** Ensure your data is organized with clear column headers. Each column should represent a field or category by which you want to analyze your data.
- 2. Select Your Data Range:** Highlight the range of cells that contains your data.
- 3. Create the PivotTable:**
 - Go to the "Insert" tab on the Excel ribbon.
 - Click on "PivotTable." This opens the Create PivotTable dialog box.
 - Ensure the selected data range is correct and choose where you want the PivotTable to be placed (e.g., a new worksheet or an existing one).
 - Click "OK."
- 4. Design Your PivotTable:**
 - In the PivotTable Field List, drag and drop fields into the "Rows," "Columns," "Values," and "Filters" areas to organize and summarize your data.
 - Use functions like SUM, COUNT, AVERAGE, etc., to perform calculations on your data.
 - PivotTables allow you to dynamically filter and rearrange data, providing insights quickly.

PivotChart:

A PivotChart is a visual representation of data created from a PivotTable. It helps you graphically display the summarized information, making it easier to visualize trends, patterns, and comparisons. Here's how to create a PivotChart:

- 1. Create a PivotTable:** Start by creating a PivotTable as described above.

2. Select Your PivotTable: Click anywhere inside the PivotTable to select it.

3. Create the PivotChart:

- Go to the "Insert" tab on the Excel ribbon.
- Click on "PivotChart." This opens the Insert Chart dialog box.
- Choose the chart type (e.g., bar chart, line chart, pie chart) you want to use for your PivotChart.
- Click "OK."

4. Design Your PivotChart:

- In the PivotChart Field List, drag and drop fields into the chart's axis and data series to define what data is displayed.
- Excel will automatically update the chart as you change the fields in the PivotTable or apply filters.

5. Customize Your PivotChart:

- You can further customize your PivotChart using Excel's chart formatting options, such as titles, labels, colors, and legends.

PivotCharts are interactive, meaning you can filter data directly from the chart itself, and changes will be reflected in the underlying PivotTable. This makes them a valuable tool for data analysis and visualization in Excel.

Both PivotTables and PivotCharts are essential tools for summarizing and analyzing data in Excel, allowing you to gain insights and present your findings in a clear and compelling way.