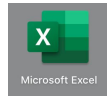


How to Create a Pivot Table in Microsoft Excel

1. Open the Microsoft Excel Application by double clicking the green Microsoft Excel application icon.

- a. The application will open up to the home screen.
- b. Microsoft Excel Application Icon:



2. Select the template option titled "Blank Worksheet".
 - a. This will allow you to open a blank excel spreadsheet to input data.
3. Input your data into the spreadsheet cells that you would like to be made into a pivot table.
 - a. The data should be organized by tabs.

Example:

Name	Breed	Age	Length of Waiting for Adoption
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4. Once you have input all of your data into the cells, go to the tabs at the top of the screen in Excel and select "insert".
5. Select the "Pivot Table" button located on the far left under the "Insert" tab.



6. A dialog box will appear titled "Create Pivot Table"
 - a. In this dialog box you will select the data you want to analyze as well as where you would like the Pivot Table to be placed within the sheet.
7. Select the range of data you would like to be formatted into a pivot table.



- a. First, click  located under "Select a table or range" in the dialog box, located on the right side of the dialog box.
 - i. The dialog box will then minimize and your mouse will turn into a + symbol.
- b. Using your mouse (which is now a + symbol) click and drag across the tabs you created and the cells below them you want to be inserted into the Pivot Table.
 - i. When you release your mouse, you should now see a green dotted line around the cells you have selected rotating clock-wise.



8. Next, click  located in the minimized dialog box.
 - a. This will maximize the view of the dialog box again.
9. Now select where you would like the Pivot Table to be inserted on your spreadsheet, in the dialog box.
 - a. You can do this by clicking “New Sheet” in the dialog box, which will place the Pivot Table in a new sheet in Excel.



- b. You can also add the Pivot Table to the existing sheet by clicking  again,



- but this time clicking the  located under the section within the dialog box titled “Existing worksheet”.
 - c. Your mouse will then turn into a + symbol again.
 - d. Click a cell within the worksheet where you would like to place the Pivot Table.
 - i. A good spot typically, is to click a cell that is two rows under your original data.



10. After selecting the location you want to insert your Pivot Table, click  again.
11. Click “okay” in the dialog box.
 - a. A Pivot Table Fields chart will now appear on the side of the screen.
12. Lastly, click and drag the tab names you created located under “field names” in the Pivot Table fields chart, into the section titled “rows” located in the Pivot Table Fields chart.
 - a. This will create the Pivot Table. You can check and uncheck the field names to include them in the Pivot Table.