



Announcements

- Midterm 2 coming up (Nov. 18th 2014 8pm to 9:30 pm)
 - Check course website for details about the conflict exam, practice exam, review material and resources
 - You will be given a formula sheet for different excel functions with their input arguments
- Final project (100 points)
 - Groups of 2 or 3 only
 - Groups MUST be from your lab sections
 - TAs will assist track progress and grade in lab sessions in coming weeks
 - Video lecture for some ideas for projects
 - Check the document on course website (Home tab) for more project details

Pivot Tables

- Tool for summarizing data
- Can automatically perform the following operations on the given data
 - Sort
 - Count
 - Average
 - Sum
 - MAX/MIN
- Displays results in a table called pivot table

Week 10 – Excel 1

- Select all your data
- To open the Pivot Table Builder interface, go to
 - Data -> Analysis tab -> Pivot Table
- You can also use
 - Insert -> Pivot Table
- All your data fields will be automatically populated in 'PivotTable Fields'
- Excel makes a guess on what you might want to look at within your data to get you started
- You can drag and drop fields that you want to look at into Row Labels and Column Labels tabs within the Pivot Table Builder interface to start analyzing
- There is a separate tab with Σ *Values* symbol (Summarization tool) – This allows you to perform operations like average, count etc. on the data that you put in it
- If Country Name is put within Row Labels and Date within Column Labels, the data is displayed row-wise by Country name and column-wise by Date with values from the field within Σ *Values* tab (say Average of Transit: Railways)
- Every Pivot Table has 4 elements:



- Filters – Filter the data according based on the field selected in that tab (say Country Name)
 - Column label – The column to be chosen for column organization of the data
 - Row label – The column to be chosen for row organization of the data
 - $\sum$ *values* – Can also choosing the operation (like average, count, sum etc.) that needs to be performed on the selected field
- Advantages
 - Easy to summarize huge amount of data without typing out formulas
- Disadvantages
 - Build once only – Not useful for dynamically changing data