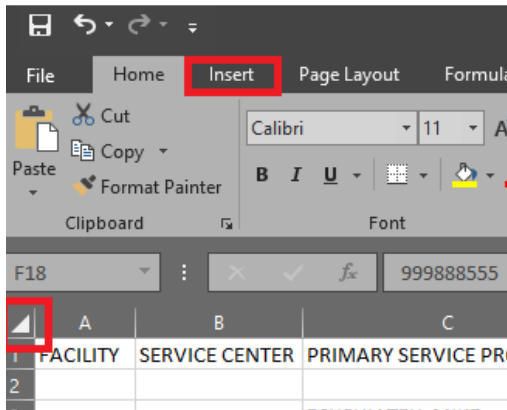


The Wonderful World of Pivot Tables

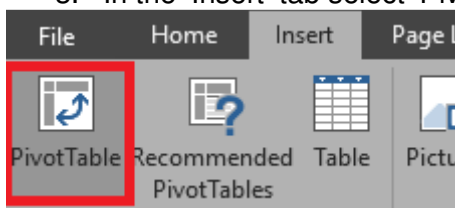
Using Pivot Tables in Excel helps you to compile and summarize a large amount of data into a smaller, more condensed and meaningful table of data. This makes it much easier to organize, modify and view/ read your data.

By sending your MOIS reports to Excel you can easily utilize pivot tables! Here are the steps:

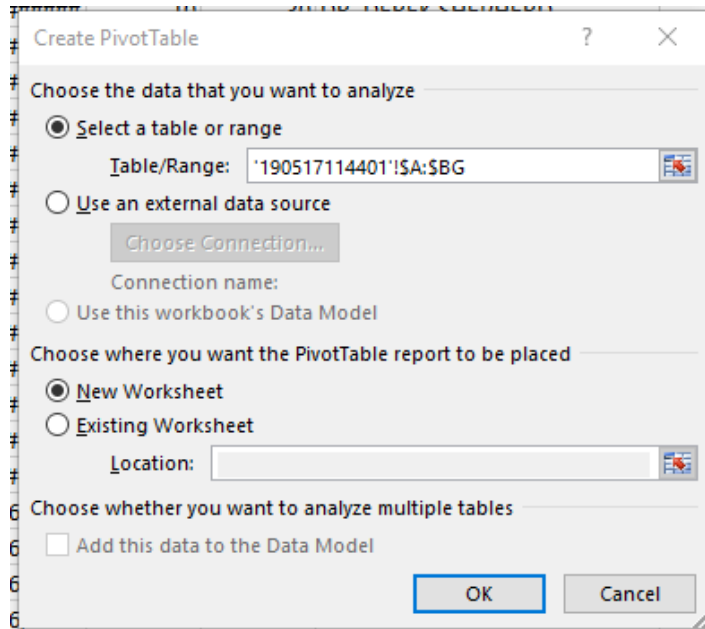
1. Create your desired report with parameters as needed in MOIS and select 'Direct Output to Excel' → this is a check box found on *almost* all of our reports at the bottom of your parameters box.
2. Highlight the entire page in Excel by selecting the arrow in the top left-hand corner of the data which will select all rows and columns, and click on the 'Insert' tab:



3. In the 'Insert' tab select 'Pivot Table'

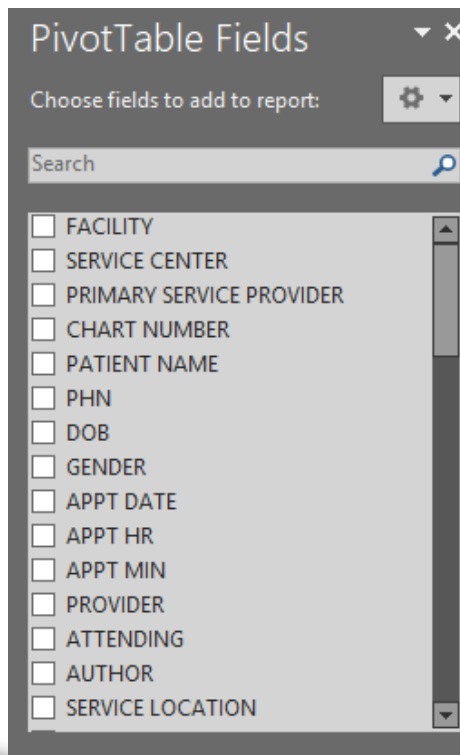


You will see the following prompt window:



Because we have already highlighted the entire page in Excel, you do not need to change the 'Select a table or range' setting. Keep the second setting as 'New Worksheet', which will add a 2nd tab in your Excel document.

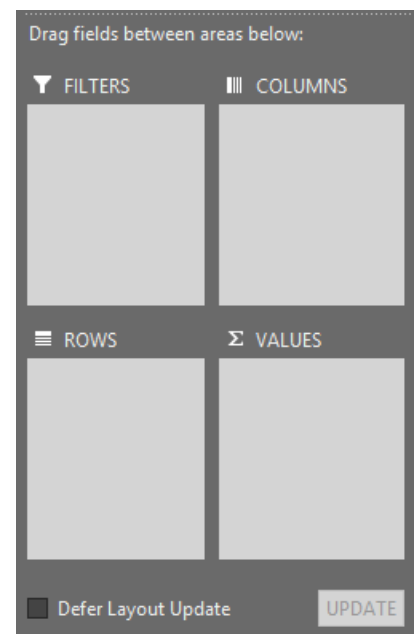
4. Next, you need to select the fields you want to show in your pivot table



Hint - these options are pulled from the column headers and can be dragged into the boxes (this section is found below the Pivot Table Fields area in Excel):



Filters → act as a filter on the entire table that you create
Columns → will show across the top of Excel
Rows → will show on the left-hand side of Excel
Values → Hint – you can use the same field more than once i.e. I have added 'Visit Code' to both my Column box and my Values box to get both a count and summary (breakdown) of each of the Visit Codes.



Resources and additional pivot table help ideas (found on Google ☺)

<https://www.excel-easy.com/data-analysis/pivot-tables.html>

<https://support.office.com/en-ie/article/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576>

<https://blog.hubspot.com/marketing/how-to-create-pivot-table-tutorial-ht>

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