

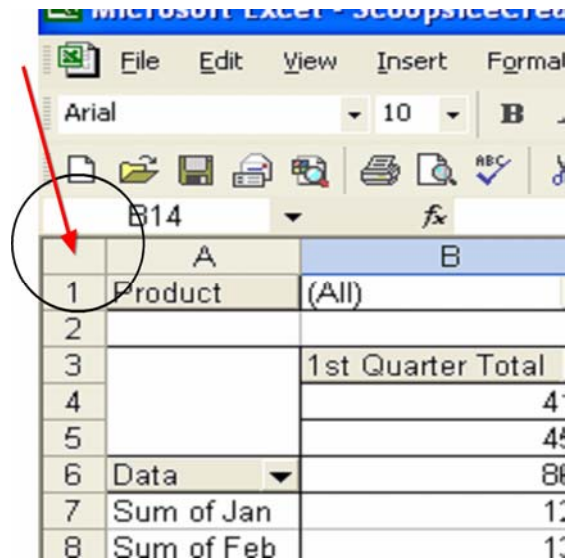
## PivotTable and PivotChart

1. Retrieve the **Activity F604-06** Excel file.
2. Highlight the *range* of Cells A4:J12.
3. On the Data Menu, Click PivotTable and PivotChart Report.
4. In Step 1 of the PivotTable and PivotChart Wizard, click Microsoft Excel list or database under **Where is the data that you want to analyze?** Click Pivot Table under **What kind of report do you want to create?** Click Next.
5. In Step 2 of the PivotTable and PivotChart Wizard, user is asked for the range of data to use. This should have already been selected as directed in #2. Click Next.
6. In Step 3 of the PivotTable and PivotChart Wizard, select new worksheet under **Where do you want to put the Pivot Table report?** Then click on the Layout Button.
7. The PivotTable and PivotChart Wizard Layout window will open and user will now construct a PivotTable. The way this is accomplished is by clicking on the field buttons on the right and dragging them to the diagram on the left.
8. The first button will be the Product button. Click on this button and drag it to the page box in the diagram to the left.
9. Next click on the 1<sup>st</sup> Quarter button and drag it to the column area and do the same thing with 2<sup>nd</sup> Quarter and 6-Month Total.
10. Once that has been completed drag Jan, Feb, Mar, Apr, May, June to the Data box in the diagram to the left. Then click OK.
11. When user clicks OK, user will be taken back to Step 3 of the PivotTable and PivotChart Wizard where the user will click the Finish button.

### Spreadsheets

Use spreadsheet software with alternative input devices.

At this point user will have a PivotTable in a new worksheet in Excel. Highlight the PivotTable by clicking in the box that is to the left of the A column heading and just above the 1.



12. When the PivotTable is highlighted, go to the PivotTable Tool Bar and click on the Format Report Button. The AutoFormat window will open, click on Report 1 and click OK.
13. Go to the Product drop down arrow in B1 and select the various Ice Cream Products to view how each one looks within the PivotTable.
14. After user has looked at each product within the PivotTable return the Product Dropdown arrow to all and then highlight the table again as above.
15. Select the Chart Wizard Button on the PivotTable Toolbar and select a Bar Chart and a Bar Chart will open in another Worksheet
16. Print the PivotTable and Bar Chart and submit. Make sure your name is on it.

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