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By Dave Andrews Updated September 18, 2017 To make a turn table, open Microsoft Excel, enter the data into the table, highlight all the data and select the Pivot Table from the Tab Insert at the top of the screen. Create a U-turn table, making sure to enter the range of data and fields, with IT help from a software developer in this free video on computers. If you're editing multiple sheets in Microsoft Excel, it might be helpful to group them together. This allows you to make changes to the same range of cells in multiple sheets. Here's how to do it. Grouping multiple sheets in Microsoft Excel Grouping sheets together in Excel can be useful if you have an Excel work book with multiple sheets that contain different data but follow the same layout. The example below shows this in action. Our Excel workbook, called School Data, contains several sheets related to the school's operation. Three sheets have student lists for different classes, called Class A, Class B, and Class C. If we group these sheets together, any actions we perform on any of these sheets will be applied to all of them. For example, let's say we want to insert the IF formula into the G4 (G4 to G12) column on each sheet to determine whether students were born in 1998 or 1999. If we group the sheets together before inserting the formula, we can apply it to the same cell range on all three sheets. ANSWER: How to use the logical features in Excel: IF, AND, OR, XOR, NOT To group worksheets together, click and hold the Ctrl key and click on every sheet you want to group together at the bottom of the Excel window. Grouped sheets are displayed with a white background, while unselected sheets appear in gray. The example below shows the IF formula we suggested above, inserted into the Class B sheet. Grouping all the sheets in Microsoft Excel When you press and hold Ctrl, you can select a few separate sheets and group them together. If you have a lot more book, however, it's impractical. If you want to group all the sheets in the Excel work book, you can save time by correctly clicking on one of the sheets listed at the bottom of the Excel window. Click here to select all the sheets to group all the sheets together. By not grouping worksheets into Microsoft Excel Once you've finished making changes to multiple sheets, you can ungroup them in two ways. The quickest way is to click on the selected sheet at the bottom of the Excel window and then click Sheets. You can also ungroup individual sheets one at a time. Simply click and hold Ctrl, and then select the sheets you want to remove from the group. The tabs of the sheet that you ungroup will return to the gray background. PivotTables are one of the most powerful features of Microsoft Excel. They allow you to analyze and summarize large amounts of data in just a few clicks. In this article, we explore PivotTables, understand what it is, and learn how to create and customize them. Note: This article is written using Excel 2010 (beta). The concept of PivotTable has changed little over the years, but the creation method has changed in almost every iteration of Excel. If you use the Excel version, which is not 2010, expect different screens from those you see in this article. Little story In the early days of spreadsheets programs, Lotus 1-2-3 rules roost. Its dominance was so complete that people thought it was a waste of time for Microsoft to bother developing its own spreadsheet software (Excel) to compete with Lotus. Flash-forward in 2010, and Excel's dominance of the spreadsheet market is greater than ever had Lotus, while the number of users still running Lotus 1-2-3 is approaching zero. How did this happen? What caused such a sharp reversal of fate? Industry analysts put it on two factors: First, Lotus decided that this quirky new GUI platform called Windows was a fleeting craze that would never take off. They refused to create a version for Windows Lotus 1-2-3 (for several years, anyway), predicting that their DOS version of the software was all anyone would ever need. Microsoft has naturally developed Excel exclusively for Windows. Second, Microsoft developed a feature for Excel that Lotus did not provide in 1-2-3, namely PivotTables. The PivotTables feature, exclusive to Excel, was deemed so stunningly useful that people were willing to explore the whole new software package (Excel) rather than stick to a program (1-2-3) that doesn't have it. This feature, along with the erroneous side of Windows success, was a death knell for Lotus 1-2-3, and the beginning of the success of Microsoft Excel. Understanding PivotTables So what is PivotTable, exactly? Simply put, PivotTable is a summary of some data created for easy data analysis. But unlike a hand-crafted resume, Excel PivotTables are interactive. Once you've created one, you can easily change

it if it doesn't offer an accurate understanding of your data that you were hoping for. After a couple of clicks, you can turn - rotate so that the titles of the column become the lines of the titles, and vice versa. There's a lot more that can be done, too. Instead of trying to describe everything PivotTables, we'll just show them... Data that Analysis using PivotTable can't just be any data - it should be raw data, previously raw (unexposed) - usually a list of some kind. An example of this is the list of sales transactions in the company for the last six months. Check out the data below: Please note that this is not raw data. In fact, it's already a summary of some kind. In the B3 cell we can see \$30,000, which is apparently James Cook's total sales for the month of January. So where is the raw data? How did we get the \$30,000 figure? Where is the original list of sales transactions from which this figure was derived? It is clear that somewhere, someone must have gone to trouble matching all the sales deals over the past six months in the resume we see above. How long do you think it took? Hour? Ten? Most likely, yes. You see, the table above isn't really PivotTable. It was created manually from raw data stored elsewhere and it does take hours to collect. However, this is exactly the kind of resume that can be created with PivotTables, in which case it only takes a few seconds. Let's find out how ... If we track the initial list of sales transactions, it may look like this: You might be surprised to learn that using PivotTable Excel, we can create a monthly sales resume similar to the above in just a few seconds, with just a few clicks. We can do it - and more too! How to create PivotTable First, make sure you have some raw data in the sheet in Excel. The list of financial transactions is typical, but it can be a list of almost anything: Employee contact details, your CD collection, or fuel consumption data for your company's car fleet. So we start Excel ... and we download such a list... Once we open the list in Excel, we'll be ready to start creating PivotTable. Click on one cell in the list: Then, from the Insert tab, click the PivotTable icon: Create PivotTable appears, asking you two questions: what data should your new PivotTable be based on and where should it be created? Since we've already clicked on the cell in the list (one step above), the entire list surrounding this cell has already been selected for us (\$A\$1:\$G\$88 on the payment list, in this example). Please note that we can select a list in any other region of any other sheet or even an external data source, such as Access database tables, or even MS-S'L Server database tables. We also need to choose whether we want our new PivotTable to be created on a new sheet or on an existing one. In this example, we'll choose a new one: a new sheet is created for us, and an empty PivotTable is created on this sheet: The field also appears: appears: The field list. This list of fields will be shown whenever we click on any cell in PivotTable (see above): The list of fields at the top of the box is actually a collection of column titles from the original sheet of raw data. The four empty drawers at the bottom of the screen allow us to choose the way we would like our PivotTable to summarize raw data. There's still nothing in these boxes, so PivotTable is empty. All we have to do is drag the fields down from the list above and drop them into the lower boxes. PivotTable is then automatically created in fits of our instructions. If we are wrong, we only need to drag the fields to where they came from and/or drag new fields down to replace them. The Values box is probably the most important of the four. The field that is drawn into this box is data that must be summarized in some way (by summing up, averaging, finding the maximum, the minimum, etc.). This is almost always numerical data. The ideal candidate for this window in our sample data is the Amount box/column. Let's drag this field into the Values box: Note that (a) the Amount box in the list of fields is now ticked, and the amount amount has been added to the value box, indicating that the amount column has been summed up. If we look at PivotTable itself, we do find the sum of all the amount of value from the raw data sheet: We created our first PivotTable! Convenient, but not particularly impressive. It's likely that we need a little more understanding of our data than that. Referring to our sample data, we need to identify one or more column titles that we could use to separate this total. For example, we may decide that we would like to see a summary of our data where we have a string of headlines for each of the different sellers in our company, and a total for each. To achieve this, all we need to do is drag the Seller Box into the Row Labels box: Now finally things are starting to get interesting! Our PivotTable is starting to take shape.... With a few clicks, we created a table that would take a long time to make manually. So what else can we do? Well, in a way our PivotTable is complete. We have created a useful summary of our raw data. Important things have already been learned! For the rest of the article, we'll look at some ways that more sophisticated PivotTables can be created, and ways that these PivotTables can be configured. First, we can create a two-dimensional table. Let's do this using the Payment Method as a column header. Just Drag Payment Method headline in the label column box: What looks like this: Starting to get really cool! Let's make it a three-dimensional table. What might such a table look like? Come on Drag Package Package in the report filter box: Notice where it ends.... This allows us to filter our report on the basis of which the holiday package was purchased. For example, we may see a seller's breakdown against the payment method for all packages, or, with a few clicks, change it to show the same breakdown for the Sunseekers package: And so, if you think about it correctly, our PivotTable is now three-dimensional. Let's keep tweaking... If it turns out, say, that we only want to see transactions on checks and credit cards (i.e. no cash transactions), we can choose cash from the column's headlines. Click on the arrow drop next to the label's column, and untick Cash: Let's see what it looks like... As you can see, Cash is gone. Formatting It's obviously a very powerful system, but so far the results look very simple and boring. For starters, the numbers we're summing up don't look like dollar amounts - just old numbers. Let's fix it. The temptation may be to do what we used to do in such circumstances and simply select the entire table (or the entire sheet) and use the standard number formatting buttons on the toolbar to complete the formatting. The problem with this approach is that if you ever change the structure of PivotTable in the future (which is 99% likely), then these room formats will be lost. We need a way that will make them (semi-) permanent. First, we find a record amount amount in the value box, and click on it. The menu appears. We select the value field settings... From the menu: The field of value field settings is displayed. Click the Number Format button, and a standard Format Cells box will appear: Select (say) Accounting from the category and lower the number of decimal places to 0. Click OK several times to go back to PivotTable... As you can see, the numbers were correctly formatted as dollar amounts. While we are on the topic of formatting, let's format the whole PivotTable. There are several ways to do this. Let's use a simple... Click pivotTable Tools/Design tab: Then lower the arrow to the bottom right of the PivotTable style list to see an extensive collection of built-in styles: Choose any that appeals, and look at the result in your PivotTable: Other options we can work with dates as well. Now, usually, there are many, many dates on the transaction list, such as the one we started with. First, let's remove the Payment Method column from the Column Labels box (just drag it back to the field list) and replace it with Date Booked column: As you can see, this makes our PivotTable instantly useless by giving us one column on The date the transaction took place - a very wide table! To fix this, click the right button on any date and select a group... from the context menu: The grouping window is displayed. We pick months and click OK: Voila! Much more useful table: (By the way, this table is almost identical to the one shown at the beginning of this article - the original sales summary that was created by hand.) Another interesting thing to be aware of is that you can have more than one set of line headlines (or column headlines): ... which looks like this.... You can do the same with column titles (or even reporting filters). By keeping things simple again, let's see how to build averages rather than add up values. First, click on the Amount of Amount button and select the value field settings... from the context-menu that is displayed: In the Box of Summarize values on the list in the value box, select Average: While we're here, let's change the user's name, from average volume to something more concise. Bring something like Avg: Click OK, and see how it looks. Note that all values vary from totals to average, and the name of the table (top left cell) has changed to Avg: If you like, we can even have amounts, averages and calculations (number - how many sales there were) all on the same PivotTable! Here are the steps to get something similar in place (starting with an empty PivotTable): Drag Seller in the Label Column Drag Amount Box down in the value box three times for the first amount of the box, change its custom name to Total, and it's the number of accounting format (0 decimal places) For the second Amount of the box, change its custom name to Medium, its function to medium, and that's the number of accounting format (0 decimal places) For the third amount of the box, change its name to the Graph and Drag image created an automatic box from the column of the label Pivot Label That's what we end up with: Total and count on the same Conclusion there are many, many more features and options for PivotTables created by Microsoft Excel - too many to list in an article like this. To fully capture the potential of PivotTables, you will need a small book (or a large website). Brave and/or geeky readers can explore PivotTables further quite easily: Just right click on just everything and see what options become available to you. There are also two tape-tabs: PivotTable Tools/Options and Design. It doesn't matter if you make a mistake - it's easy to remove PivotTable and start over - the possibility of older users of DOS Lotus 1-2-3 has never been. If you work for Office 2007, you can check out our article on how to create PivotTable in Excel 2007. We've included an Excel work book that you can download to practice your PivotTable skills. PivotTable. must work with all Excel versions since the 97th year. Download our practice Excel Workbook

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