

STEP ONE: Enter the data into a database format, with the first row being the variable names, and each row thereafter being one completed survey. For this tutorial, highlight this table, copy and paste into Excel.

Survey	Gender	Age	Major	Parking	CustSvc	Schedule	Faculty	Overall
1	M	35	MBA	5	4	4	2	3
2	M	23	MBA	5	4	4	4	4
3	F	28	HR	5	5	3	5	5
4	F	29	MBA	5	5	5	4	4
5	F	45	IT	4	5	3	4	4
6	M	40	MBA	5	5	4	5	5
7	F	35	MBA	5	4	2	3	3
8	M	32	HR	5	3	3	4	3
9	F	43	MBA	5	4	4	5	4
10	F	61	MKT	3	5	1	5	2
11	F	50	HR	4	5	3	4	4
12	M	48	IT	5	4	2	2	2
13	F	25	MBA	5	5	5	5	5
14	F	22	HR	5	4	5	4	4
15	M	33	IT	5	5	3	3	3
16	F	39	HR	5	5	4	4	5
17	M	39	MBA	5	5	5	3	4
18	F	58	HR	4	5	4	5	5
19	F	41	MKT	5	3	1	4	2
20	M	34	IT	5	3	3	2	2

Variables defined:

SURVEY = encoded survey number

GENDER, AGE, MAJOR = self-defined

PARKING = satisfaction with parking (1 = very dissatisfied, 2 = dissatisfied, 3 = neutral, 4 = satisfied, 5 = very satisfied)

CUSTSVC = satisfaction with customer service

SCHEDULE = satisfaction with schedule

FACULTY = satisfaction with faculty

OVERALL = overall satisfaction

STEP TWO: Highlight the data set, then select DATA → PIVOT TABLE

The screenshot shows Microsoft Excel with a PivotTable and the PivotTable and PivotChart Wizard dialog box open. The PivotTable is located in the range A1:I21. The data is as follows:

	A	B	C	D	E	F	G	H	I
1	Survey	Gender	Age	Major	Parking	CustSvc	Schedule	Faculty	Overall
2	1	M	35	MBA	5	4	4	2	3
3	2	M	23	MBA	5	4	4	4	4
4	3	F	28	HR	5	5	3	5	5
5	4	F	29	MBA	5	5	5	4	4
6	5	F	45	IT	4	5	3	4	4
7	6	M	40	MBA	5				
8	7	F	35	MBA	5				
9	8	M	32	HR	5				
10	9	F	43	MBA	5				
11	10	F	61	MKT	3				
12	11	F	50	HR	4				
13	12	M	48	IT	5				
14	13	F	25	MBA	5				
15	14	F	22	HR	5				
16	15	M	33	IT	5				
17	16	F	39	HR	5				
18	17	M	39	MBA	5				
19	18	F	58	HR	4				
20	19	F	41	MKT	5				
21	20	M	34	IT	5				

The PivotTable and PivotChart Wizard dialog box is open, showing Step 1 of 3. The data source is set to "Microsoft Excel list or database" and the report type is set to "PivotTable".

STEP THREE: Select NEXT. The RANGE should already be entered.

The screenshot shows Microsoft Excel with a PivotTable Wizard dialog box open. The dialog box is titled "PivotTable and PivotChart Wizard - Step 2 of 3" and asks "Where is the data that you want to use?". The "Range:" field contains "\$A\$1:\$I\$21". The background spreadsheet shows a table with the following data:

	A	B	C	D	E	F	G	H	I
1	Survey	Gender	Age	Major	Parking	CustSvc	Schedule	Faculty	Overall
2	1	M	35	MBA	5	4	4	2	3
3	2	M	23	MBA	5	4	4	4	4
4	3	F	28	HR	5	5	3	5	5
5	4	F	29	MBA	5	5	5	4	4
6	5	F	45	IT	4	5	3	4	4
7	6	M	40	MBA	5	5	4	5	5
8	7	F	35	MBA	5	4	2	3	3
9	8	M	32	HR	5	3	3	4	3
10	9	F	43	MBA	5	4	4	5	4
11	10	F	61	MKT	3	5	1	5	2
12	11	F	50	HR	4	5	3	4	4
13	12	M	48	IT	5	4	2	3	2
14	13	F	25	MBA	5	4	4	4	4
15	14	F	22	HR	5	4	4	4	4
16	15	M	33	IT	5	4	4	4	4
17	16	F	39	HR	5	4	4	4	4
18	17	M	39	MBA	5	4	4	4	4
19	18	F	58	HR	5	4	4	4	4
20	19	F	41	MKT	5	4	4	4	4
21	20	M	34	IT	5	3	3	2	2

The PivotTable Wizard dialog box has the following fields and buttons:

- Title: PivotTable and PivotChart Wizard - Step 2 of 3
- Where is the data that you want to use?
- Range: \$A\$1:\$I\$21
- Buttons: Cancel, < Back, Next >, Finish

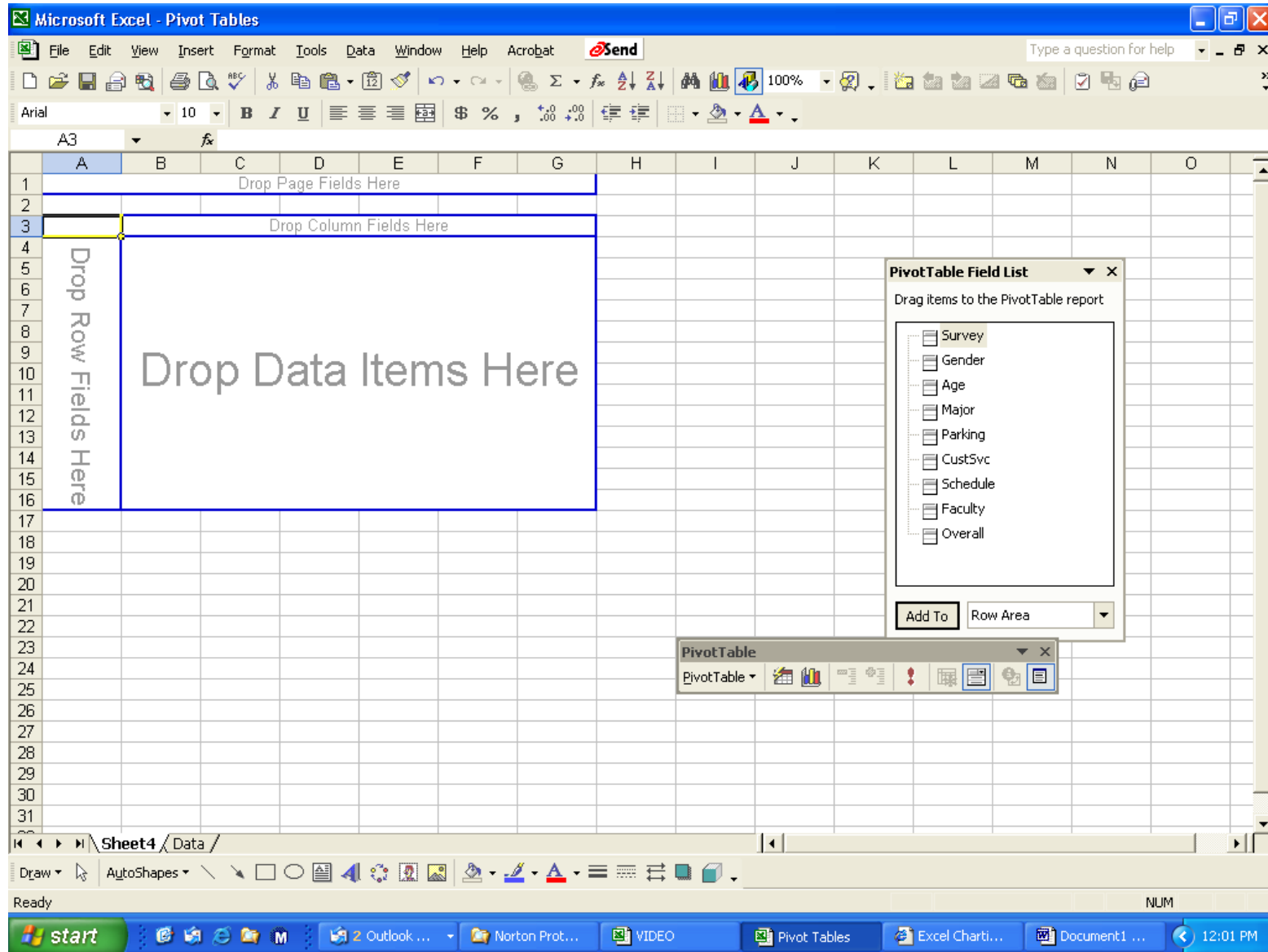
STEP FOUR: Select NEXT. Leave the NEW WORKSHEET default alone. Select FINISH.

The screenshot shows Microsoft Excel with a PivotTable containing survey data. The PivotTable is located in the range A1:I21. The data is as follows:

	A	B	C	D	E	F	G	H	I
1	Survey	Gender	Age	Major	Parking	CustSvc	Schedule	Faculty	Overall
2	1	M	35	MBA	5	4	4	2	3
3	2	M	23	MBA	5	4	4	4	4
4	3	F	28	HR	5	5	3	5	5
5	4	F	29	MBA	5	5	5	4	4
6	5	F	45	IT	4	5	3	4	4
7	6	M	40	MBA	5	5	4	5	5
8	7	F	35	MBA	5	4	2	3	3
9	8	M	32	HR	5	3	3	4	3
10	9	F	43						
11	10	F	61						
12	11	F	50						
13	12	M	48						
14	13	F	25						
15	14	F	22						
16	15	M	33						
17	16	F	39						
18	17	M	39						
19	18	F	58						
20	19	F	41						
21	20	M	34						

The PivotTable and PivotChart Wizard dialog box is open, showing Step 3 of 3. The question is "Where do you want to put the PivotTable report?". The "New worksheet" radio button is selected. The "Existing worksheet" radio button is unselected, and there is an empty text box below it. The "Finish" button is highlighted.

STEP FIVE: You're ready to go. Drag GENDER in the box labeled DROP ROW FIELDS HERE; this will analyze the GENDER distribution. Drag any variable into DROP DATA ITEMS HERE (for now use GENDER again).



Notice the table that shows 12 females and 8 males.

The screenshot shows Microsoft Excel with a PivotTable in the following layout:

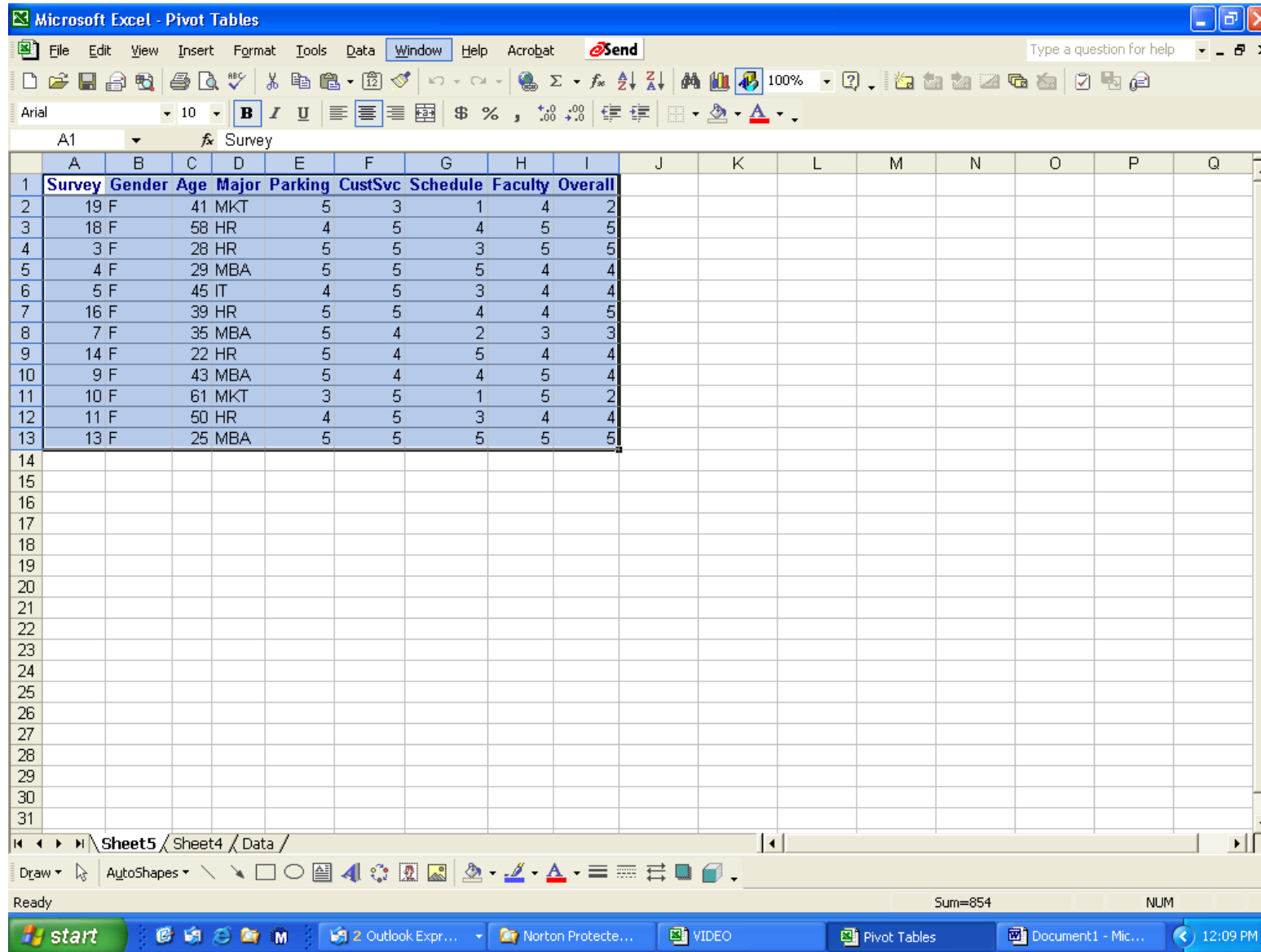
	Count of Gender	Total
F	12	
M	8	
Grand Total	20	

The PivotTable Field List pane is open, showing the following fields:

- Survey
- Gender**
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall

The 'Add To' button is set to 'Row Area'.

Here's something interesting. Highlight cell B5 which has 12 in it. Double click on the cell. Notice how it brings you to a new spreadsheet which has only the 12 females and all of the relevant data. This can be used at any time in any pivot table.



Back to the prior spreadsheet.

The screenshot shows Microsoft Excel with a PivotTable in the following state:

Count of Gender	Total
F	12
M	8
Grand Total	20

The PivotTable Field List task pane is open, showing the following fields:

- Survey
- Gender**
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall

The 'Add To' button is selected, and the 'Row Area' dropdown is set to 'Row Area'.

Double click on cell A3 with the words COUNT OF GENDER in it.

The screenshot shows Microsoft Excel with a PivotTable in cell A3. The PivotTable has 'Gender' in the Row Area and 'Total' in the Column Area. The data is as follows:

Gender	Total
F	12
M	8
Grand Total	20

Two dialog boxes are open. The 'PivotTable Field' dialog box shows 'Source field: Gender', 'Name: Count of Gender', and 'Summarize by: Count'. The 'PivotTable Field List' task pane shows a list of fields including Survey, Gender, Age, Major, Parking, CustSvc, Schedule, Faculty, and Overall. The 'Add To' button is set to 'Row Area'. A 'PivotTable' task pane is also visible at the bottom of the dialog boxes.

If your data had numerical values in it, you could calculate an average or other statistics, but it isn't in this case. Click on **OPTIONS** >>

The screenshot shows Microsoft Excel with a PivotTable in the following state:

	A	B
1	Drop Page Fields Here	
2		
3	Count of Gender	
4	Gender	Total
5	F	12
6	M	8
7	Grand Total	20

The **PivotTable Field List** task pane is open on the right, showing a tree view of fields: Survey, Gender, Age, Major, Parking, CustSvc, Schedule, Faculty, and Overall. The **Add To** button is selected, and the **Row Area** dropdown is visible.

The **PivotTable Field** dialog box is open in the foreground. It shows the following settings:

- Source field: Gender
- Name: Count of Gender
- Summarize by: Count (selected)
- Show data as: Normal
- Base field: Survey

The **Options >>** button is highlighted in the **Summarize by** section.

Click on the SHOW DATA AS drop-down menu and select % OF COLUMN and click OK.

The screenshot shows Microsoft Excel with a PivotTable titled "Count of Gender". The PivotTable is located in cells A3:B7 and displays the following data:

Gender	Total
F	60.00%
M	40.00%
Grand Total	100.00%

The PivotTable Field List task pane is open on the right side of the screen. It shows a list of fields: Survey, Gender, Age, Major, Parking, CustSvc, Schedule, Faculty, and Overall. The "Gender" field is selected and highlighted. Below the list, there is an "Add To" button and a "Row Area" dropdown menu.

The PivotTable task pane is also visible at the bottom of the screen, showing the PivotTable icon and a dropdown menu.

Now your pivot table shows that 60% of the people are females. Now drag MAJOR into the cell above TOTAL in cell B3.

The screenshot shows Microsoft Excel with a PivotTable. The PivotTable is located in cells B3:F7. The data is as follows:

Count of Gender	Major	HR	IT	MBA	MKT	Grand Total
F		83.33%	25.00%	50.00%	100.00%	60.00%
M		16.67%	75.00%	50.00%	0.00%	40.00%
Grand Total		100.00%	100.00%	100.00%	100.00%	100.00%

The 'PivotTable Field List' task pane on the right shows the following fields:

- Survey
- Gender
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall

The 'Add To' button is set to 'Row Area'. The 'PivotTable' task pane at the bottom shows the PivotTable icon selected.

Now you're looking at crosstabulations by gender and major. 50% of the MBAs are female. 25% of the IT majors are female, etc. Click on COUNT OF GENDER again and change the SHOW DATA AS to % OF TOTAL.

The screenshot shows Microsoft Excel with a PivotTable titled "Count of Gender". The PivotTable is set to show data as a percentage of the total. The PivotTable Field List task pane is open, showing the "Major" field selected for the Row Area. The PivotTable data is as follows:

Count of Gender	Major	HR	IT	MBA	MKT	Grand Total
F		25.00%	5.00%	20.00%	10.00%	60.00%
M		5.00%	15.00%	20.00%	0.00%	40.00%
Grand Total		30.00%	20.00%	40.00%	10.00%	100.00%

The PivotTable Field List task pane shows the following fields:

- Survey
- Gender
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall

The "Add To" button is set to "Row Area".

Now the percents are based on the total group. Thus 25% of all those surveyed are female HR majors, 5% are male HR majors, etc. You could also display as % of column. Click on COUNT OF GENDER again and change the SHOW DATA AS to % OF ROW.

The screenshot shows Microsoft Excel with a PivotTable titled "Count of Gender". The PivotTable is set to show data as a percentage of the total row. The data is as follows:

Gender	HR	IT	MBA	MKT	Grand Total
F	41.67%	8.33%	33.33%	16.67%	100.00%
M	12.50%	37.50%	50.00%	0.00%	100.00%
Grand Total	30.00%	20.00%	40.00%	10.00%	100.00%

The PivotTable Field List task pane is open, showing the following fields:

- Survey
- Gender
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall

The "Add To" button is set to "Row Area".

Now the percents are based on the each row. Thus 41.67% of all females are HR majors, 8.33% of all females are IT majors, etc. Click on COUNT OF GENDER and drag it out of the pivot table. Drag AGE into the DROP DATA ITEMS HERE box.

The screenshot shows Microsoft Excel with a PivotTable. The PivotTable is located in cells A3:F7 and is set to show the sum of ages, categorized by gender and major. The PivotTable Field List task pane is open on the right, showing a list of fields including Survey, Gender, Age, Major, Parking, CustSvc, Schedule, Faculty, and Overall. The 'Add To' dropdown is set to 'Row Area'.

Sum of Age	Major					
Gender	HR	IT	MBA	MKT	Grand Total	
F	197	45	132	102	476	
M	32	115	137		284	
Grand Total	229	160	269	102	760	

Notice how A3 reads SUM OF AGE. The default for numerical data is to add up the totals. This is not typically useful. Click on the SUM OF AGE and change it to AVERAGE.

The screenshot shows Microsoft Excel with a PivotTable. The PivotTable is located in cells A3:F7. The PivotTable Field List task pane is open on the right, showing the following fields:

- Survey
- Gender
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall

The PivotTable data is as follows:

Average of Age	Major					
Gender	HR	IT	MBA	MKT	Grand Total	
F	39.4	45	33	33	51	39.66666667
M	32	38.33333333	34.25	34.25	51	35.5
Grand Total	38.16666667	40	33.625	33.625	51	38

You can now see that female HR majors average 39.4 years of age, while female MBAs average 33 years of age. Now click on the **AVERAGE OF AGE** and change it back to **COUNT**.

The screenshot shows Microsoft Excel with a PivotTable and the PivotTable Field List task pane. The PivotTable is located in the range C3:F7 and is summarized below:

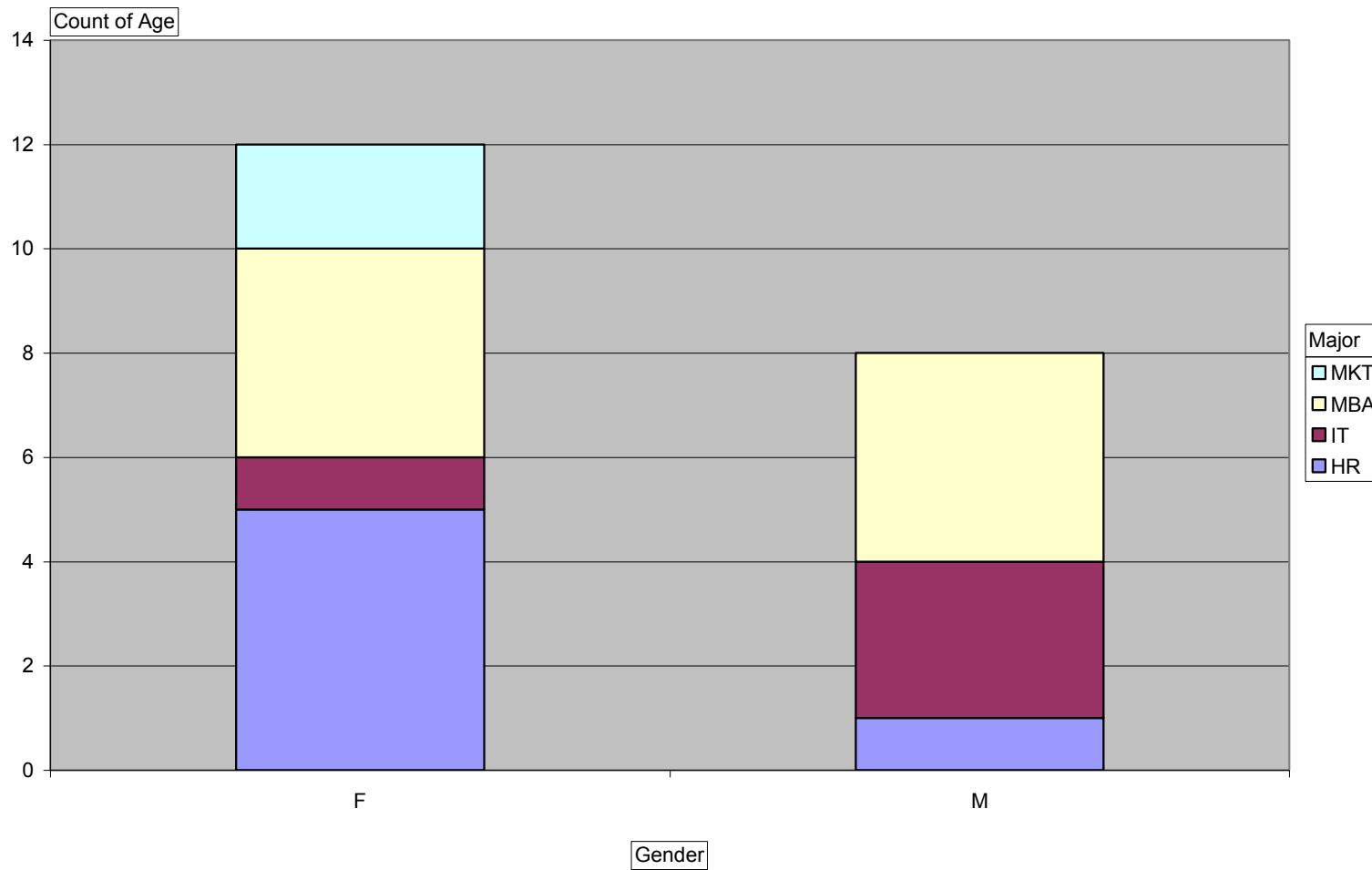
Count of Age	Major	IT	MBA	MKT	Grand Total
Gender	HR				
F	5	1	4	2	12
M	1	3	4		8
Grand Total	6	4	8	2	20

The PivotTable Field List task pane is open on the right side of the screen. It shows the following fields:

- Survey
- Gender
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall

The "Add To" button is highlighted, and the "Row Area" dropdown menu is set to "Row Area".

Now while you have one of the cells in the pivot table highlighted, you'll notice the PIVOT TABLE menu on the screen with a picture of a bar graph. This is a chart wizard. Click on the chart wizard and you can create graphs from the pivot table data.



You can change the graphs quite easily at this point within the chart wizard. Back to the pivot table. Drag the GENDER label from A4 out of the pivot table. Replace it with SCHEDULE as the new row value.

The screenshot shows Microsoft Excel with a PivotTable and the PivotTable Field List task pane. The PivotTable is located in the range B3:F10. The PivotTable Field List task pane is on the right, showing the following fields: Survey, Gender, Age, Major, Parking, CustSvc, Schedule, Faculty, and Overall. The 'Schedule' field is highlighted in the task pane. The PivotTable data is as follows:

Count of Age	Major	HR	IT	MBA	MKT	Grand Total
1					2	2
2			1	1		2
3		3	3			6
4		2		4		6
5		1		3		4
Grand Total		6	4	8	2	20

The PivotTable Field List task pane shows the following fields: Survey, Gender, Age, Major, Parking, CustSvc, Schedule, Faculty, and Overall. The 'Schedule' field is highlighted in the task pane. The task pane also includes an 'Add To' dropdown menu set to 'Row Area'.

The values for SCHEDULE are a Likert scale, with 1 being VERY DISSATISFIED, and 5 being VERY SATISFIED. Highlight cells A8 and A9 which are both positive responses. Right click the mouse and select GROUP AND SHOW DETAIL → GROUP.

The screenshot shows Microsoft Excel with a PivotTable. The PivotTable is structured as follows:

Count of Age	Major	HR	IT	MBA	MKT	Grand Total
1					2	2
2			1	1		2
3		3	3	3		6
4		2		4		6
3				3		4
Grand Total		8	2	20		

The PivotTable Field List on the right shows the following fields: Survey, Gender, Age, Major, Parking, CustSvc, **Schedule**, Faculty, Overall. The 'Schedule' field is currently selected.

The context menu is open over cells A8 and A9, with the following options:

- Format Cells...
- PivotChart
- Wizard...
- Refresh Data
- Hide
- Select
- Group and Show Detail
 - Hide Detail
 - Show Detail
 - Group...**
 - Ungroup...
- Order
- Field Settings...
- Table Options...
- Hide PivotTable Toolbar
- Hide Field List

Now go to cell A8 and change the label from GROUP 1 to something meaningful, like POSITIVE.

The screenshot shows Microsoft Excel with a PivotTable and the PivotTable Field List task pane. The PivotTable is located in the range A3:G10. The PivotTable Field List task pane is on the right side of the window, showing a list of fields: Survey, Gender, Age, Major, Parking, CustSvc, Schedule, Faculty, Overall, and Schedule2. The PivotTable has the following data:

Count of Age	Major	HR	IT	MBA	MKT	Grand Total
1	1				2	2
2	2		1	1		2
3	3	3	3			6
4	4	2		4		6
5	5	1		3		4
Grand Total		6	4	8	2	20

The PivotTable Field List task pane shows the following fields:

- Survey
- Gender
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall
- Schedule2

The PivotTable is currently set to show the following fields:

- Count of Age (Row Labels)
- Major (Column Labels)
- Grand Total (Values)

The PivotTable Field List task pane is currently set to show the following fields:

- Survey
- Gender
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall
- Schedule2

Now highlight cells B5 and B6, right click the area and create another grouping.

The screenshot shows Microsoft Excel with a PivotTable and the PivotTable Field List task pane. The PivotTable is located in the range B3:G10. The PivotTable Field List task pane is on the right side of the window, showing a list of fields: Survey, Gender, Age, Major, Parking, CustSvc, Schedule, Faculty, Overall, and Schedule2. The 'Schedule' field is currently selected in the task pane. The PivotTable data is as follows:

Count of Age	Major	HR	IT	MBA	MKT	Grand Total
1	1				2	2
2	2		1	1		2
3	3	3	3			6
Positive	4	2		4		6
	5	1		3		4
Grand Total		6	4	8	2	20

The PivotTable Field List task pane shows the following fields:

- Survey
- Gender
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall
- Schedule2

The PivotTable is currently set to show the 'Count of Age' for each 'Major' category, with 'Schedule' as the filter. The 'Positive' category is currently selected in the filter.

Now change the label from **GROUP2** to **NEGATIVE**, and change the label below it from **3** to **NEUTRAL**.

The screenshot shows Microsoft Excel with a PivotTable and the PivotTable Field List task pane. The PivotTable is located in the range A3:G10. The PivotTable Field List task pane is on the right side of the window, showing a list of fields including Survey, Gender, Age, Major, Parking, CustSvc, Schedule, Faculty, Overall, and Schedule2. The PivotTable data is as follows:

Count of Age	Major	HR	IT	MBA	MKT	Grand Total
Group2	1				2	2
	2		1	1		2
3	3	3	3			6
Positive	4	2		4		6
	5	1		3		4
Grand Total		6	4	8	2	20

The PivotTable Field List task pane shows the following fields:

- Survey
- Gender
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall
- Schedule2

The PivotTable is currently set to show the following fields:

- Count of Age
- Schedule2
- Schedule
- Major
- HR
- IT
- MBA
- MKT
- Grand Total

The PivotTable is currently set to show the following fields:

- Count of Age
- Schedule2
- Schedule
- Major
- HR
- IT
- MBA
- MKT
- Grand Total

Drag the label SCHEDULE from B4 out of the pivot table.

The screenshot shows Microsoft Excel with a PivotTable and the PivotTable Field List task pane. The PivotTable is located in the range B3:G10. The PivotTable Field List task pane is on the right side of the screen, showing a list of fields: Survey, Gender, Age, Major, Parking, CustSvc, Schedule, Faculty, Overall, and Schedule2. The 'Schedule' field is highlighted in the task pane. The PivotTable data is as follows:

Count of Age	Major	HR	IT	MBA	MKT	Grand Total
Negative	1				2	2
	2		1	1		2
Neutral	3	3	3			6
Positive	4	2		4		6
	5	1		3		4
Grand Total		6	4	8	2	20

The new SCHEDULE2 has replaced the original, having added the row data together. Now you can see that of the 8 MBA students, 1 gave a negative response and 7 were positive. Suppose you didn't want to see MKT in the table – click on the MAJOR label in B3 and uncheck the MKT box.

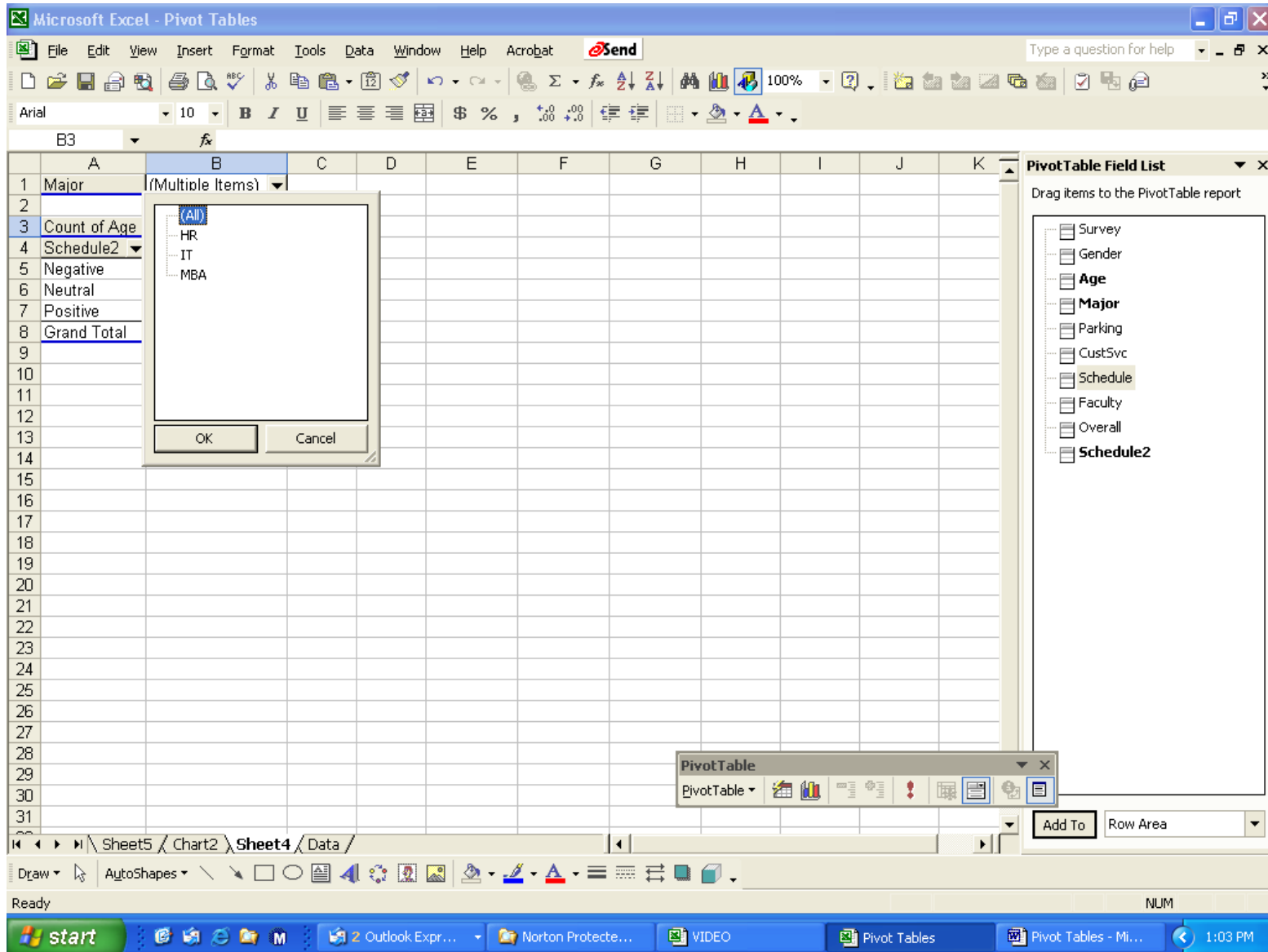
The screenshot shows Microsoft Excel with a PivotTable and the PivotTable Field List task pane. The PivotTable is located in the range B3:F8. The PivotTable Field List task pane is on the right side of the window, showing a list of fields including Survey, Gender, Age, Major, Parking, CustSvc, Schedule, Faculty, Overall, and Schedule2. The PivotTable shows the following data:

Count of Age	Major	IT	MBA	MKT	Grand Total
Negative		1	1	2	4
Neutral		3	3		6
Positive		3	7		10
Grand Total		6	4	8	20

The PivotTable Field List task pane shows the following fields:

- Survey
- Gender
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall
- Schedule2

The PivotTable is currently set to show data for the Major field, with the Grand Total row expanded. The PivotTable Field List task pane is currently set to show data for the Major field, with the Grand Total row expanded.



Notice how MKT has disappeared from the table. Suppose you want to permanently keep MKT out of the data – no problem. Drag the MAJOR label into DROP PAGE FIELDS HERE.

The screenshot displays the Microsoft Excel interface with a PivotTable and the PivotTable Field List task pane. The PivotTable is structured as follows:

Count of Age	Major	IT	MBA	Grand Total
Negative		1	1	2
Neutral		3	3	6
Positive		3	7	10
Grand Total		6	4	8

The PivotTable Field List task pane on the right contains the following fields:

- Survey
- Gender
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall
- Schedule2

The 'Drop Page Fields Here' area is highlighted in the worksheet, and the 'Major' field is being dragged into it. The 'Add To' dropdown menu is set to 'Row Area'.

MKT is now removed from the data set. Normally the PAGE FIELDS are used to allow for a 3rd dimension to the pivot table.

The screenshot shows Microsoft Excel with a PivotTable and the PivotTable Field List task pane. The PivotTable is located in the range B3:B8 and has the following data:

Major	(Multiple Items)
Count of Age	
Schedule2	Total
Negative	2
Neutral	6
Positive	10
Grand Total	18

The PivotTable Field List task pane on the right shows the following fields:

- Survey
- Gender
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall
- Schedule2

The PivotTable task pane at the bottom right shows the PivotTable is currently set to "Add To" and "Row Area".

If you click on the drop-down menu in B1, you can select HR and only look at HR student data.

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Pivot Tables". The main window displays a PivotTable with the following data:

Count of Age	Major	Grand Total
2	Negative	2
6	Neutral	6
10	Positive	10
18	Grand Total	18

The PivotTable Field List on the right side of the window shows the following hierarchy:

- Survey
- Gender
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall
- Schedule2

The 'Major' field is currently selected and set to 'HR'. A dropdown menu is open for the 'Major' field, showing the following options:

- (Show All)
- HR
- IT
- MBA
- MKT

The PivotTable task pane at the bottom right shows the 'Add To' button and the 'Row Area' dropdown menu.

Onto another use of grouping. Drag SCHEDULE2 out of the pivot table. Notice that it is now showing as a permanent variable in the menu on the right. Replace the ROW DATA with AGE.

The screenshot shows Microsoft Excel with a PivotTable and the PivotTable Field List task pane. The PivotTable is located in the range A3:B21. The PivotTable Field List task pane is on the right, showing a list of fields including Survey, Gender, Age, Major, Parking, CustSvc, Schedule, Faculty, Overall, and Schedule2. The PivotTable data is as follows:

	Count of Age	Total
Age		
22	1	
23	1	
25	1	
28	1	
29	1	
32	1	
33	1	
34	1	
35	2	
39	2	
40	1	
43	1	
45	1	
48	1	
50	1	
58	1	
Grand Total		18

Now you can group people by age. Group A5 through A9 to get students in their 20s, and do likewise for all age groups.

The screenshot shows Microsoft Excel with a PivotTable and the PivotTable Field List task pane. The PivotTable is structured as follows:

Major	Age2	Total
Group1	22	1
	23	1
	25	1
	28	1
	29	1
Group2	32	1
	33	1
	34	1
	35	2
	39	2
Group3	40	1
	43	1
	45	1
	48	1
Group4	50	1
	58	1
Grand Total		18

The PivotTable Field List on the right shows the following fields:

- Survey
- Gender
- Age
- Major
- Parking
- CustSvc
- Schedule
- Faculty
- Overall
- Schedule2
- Age2

The PivotTable task pane at the bottom right shows the current settings: Add To, Row Area.

Label the groups and remove the AGE label.

The screenshot shows Microsoft Excel with a PivotTable and the PivotTable Field List task pane. The PivotTable is located in the range B4:K9 and has the following data:

	Age2	Total
Count of Age	(Multiple Items)	
20s		5
30s		7
40s		4
50s		2
Grand Total		18

The PivotTable Field List task pane on the right shows the following fields:

- Survey
- Gender
- Age**
- Major**
- Parking
- CustSvc
- Schedule
- Faculty
- Overall
- Schedule2
- Age2**

The PivotTable Field List task pane also includes an "Add To" button and a "Row Area" dropdown menu.

At this point, we've explored most everything you would need to know about pivot tables. Good luck.