

The background is a dark blue gradient with a subtle pattern of small white dots. On the left side, there are several concentric circular lines and a large arc with a degree scale ranging from 140 to 260. The scale is marked with numbers every 10 units (140, 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, 260). There are also smaller circular elements and arrows scattered across the background, some pointing clockwise and others counter-clockwise.

PIVOT TABLES IN EXCEL

A QUICK LESSON IN IMPRESSING YOUR BOSSES

ABOUT THE PRESENTER

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- Previous – National Center for Missing & Exploited Children
- Note – Actual PowerPoint is relatively short. I tend to use real time examples to go through. If this is inconvenient, please provide that feedback and I'll be happy to adjust upcoming classes.

AGENDA FOR TODAY

- General Overview of Pivot Tables (when is this useful)
- Cleaning the Data for Pivot Tables (How to Make this useful)
- Creating the pivot tables (what is useful)
- Presenting the Information (why is this useful)
- Some may be repetitive for people with a foundation in pivot tables, but hopefully you will learn something new.

WHY USE PIVOT TABLES

- No more counting by hand
- Helps Analysts view Trends quickly and efficiently
- Enables easy production of charts and graphs for dissemination
- Most useful in doing time analysis, calls for service analysis , and part one crime/Nibrs analysis
- Pivot tables work best with large amounts of data with the same grouping (days of week, hour of day, type of crime)
- Doesn't work well for large strings of text unless the same (think grouping).
 - Ex: white males wearing blue ski masks vs. wm in one column and blue ski mask in another

NOTES FOR CLEANING THE DATA

- All Columns must have a header
- All headers must be unique
- Avoid blank spaces – all data should be input to the best of your ability
 - Cannot have full Blank Rows or columns. Can have blank cells
- Fix any anomalies (DR vs. DRIVE vs. drv)
- Formulas are your friend, but remember to copy and paste Values

CREATING THE PIVOT TABLE

- Insert → Pivot table
 - Easiest to Open in new Tab rather than within the current Spreadsheet
- Note: Check the selection box to ensure accuracy. May be missing some data if you have a blank row or column

PIVOT TABLE FIELD LIST

- Report Filter: Filter the entire table
- Column Label: put FIELDS that will run horizontally across the top
 - Typically easiest if put category with fewer distinct values here
- Row label: put fields that will run vertically on the left side of the table
 - Typically easiest if put category with More distinct values here
- Values: Choose what you want Excel to perform math on (sum, average, count)
- Note: Can drag and drop these items
- Can always rearrange to get the data you want

NEXT TIME: ANALYZING AND PRESENTING WITH PIVOT

- Pivot table options
- Pivot slicer
- Pulling out information From a Pivot table
- Conditional Formatting
- Inserting graphs
- Better ways to insert graphs
- Moving information from Pivot to other formats

Questions?

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