Welcome to the Tech-Talk Database (www.tech-talk.com). Login in with your organization's member username and password. Enrich your skills with these basics to create spreadsheets that impress others.

IN THE TECH-TALK DATABASE

1. **PIVOT TABLE CREATION.** Boy, do pivot tables (and pivot table charts) make life easier.
   https://www.tech-talk.com/excel-quicker-data-analysis-with-pivot-tables.html

2. **HOW TO CREATE CHARTS.** A webinar about the tricky parts of chart creation and editing.
   https://www.tech-talk.com/how-to-create-charts-to-display-data-in-excel-g-sheets.html

3. **CHANGE HOW YOUR CHART LOOKS.** Secrets for editing your chart.
   https://www.tech-talk.com/excel-change-how-your-chart-looks.html

4. **CHANGING THE DATA IN A CHART.** You'll want this when adding new data to charts.
   https://www.tech-talk.com/excel-changing-the-data-contained-in-a-chart.html

5. **INSERT A CHART INTO A DOCUMENT.** OK, now you want to share your chart.
   https://www.tech-talk.com/excel-insert-a-chart-into-a-document.html

Important to Know About Pivot Tables

- **You MUST know what concept you want answered** such as "how has the membership grown over the past year?" (The pivot table just gathers the numbers in a faster way.)

- **You MUST, MUST, MUST have your spreadsheet ready** with NO blank rows, columns or cells. Clean up your data so that everything *matches*. e.g. Don't have *Tech-Talk* in one cell and another saying *Tech Talk* (no hyphen). It will record and calculate separately.

- **You MUST have data in columns,** with a column header, with at least one column containing numbers or dates … **organized as a LIST (**not a budget, etc.)

- **You MUST have some common types of data** to group together for analysis. If every item is totally different, with not one field in common, a pivot table will not be beneficial.

- **When setting up a pivot table,** it *matters* which items you click *first*, *second* and so on. If you don't like the result, it's easy to undo. Just uncheck and try something else.

- **Yes, you can put the same item** (the quantity/amount) in the box twice (or more).

Three Steps to Create Pivot Tables

1. **Prepare Your Data and Spreadsheet.**

2. **Identify the range of data.**

3. **"Insert" a "Pivot Table".** Typically, choose "Separate Worksheet" (it will appear in your workbook.)

4. **Optional:** Add a *Slicer*. This lets you choose a "slice" of the data to analyze.

Points to Remember

- **The Table Design tab** only appears at the top when a "table" has been identified and created … when a spreadsheet has been "formatted as a table".

- **Types of Identifying Data**

    - **Range:** Uses column letters (A – AQ) and row numbers (1 – 302) e.g. ***A1:F93***

    - **Table**: Uses Sheet's tab name, column names and row numbers **='Newsletter Direct Subscribers'!$A$2:$J$25**

    - **Pivot Table:** Has all the data hidden in the background, displaying only the items *you* select.)

- **Turn the Table Back Into a Spreadsheet.** Must click on the *Table Design* tab. On the left in the ribbon, in the Tools sections, click on "Convert to Range"

- **After making any change in the raw data / spreadsheet** of a Pivot Table…

    - **Click** on the *PivotTable Analyze* tab in the top navigation.

    - **In the Data section,** click on *"Refresh All"*.

- **Pivot Table CHARTS often** take the calculations further, showing the analytical results. E.G. Rather than give the data numbers, the chart may show the percentages so the display is more meaningful.