Creating a Pivot Table
This guide will explain how to create a pivot table without using the pivot table wizard that has been available in previous versions of Excel.

Step 1
Select a cell and click on the Pivot Tables button on the Insert tab.

Step 2
The Create PivotTable window will open. Make sure that the data in a table is selected or an external data source has been chosen. Click OK.

Step 3
The Pivot Table Field List task pane should appear on the right side of the screen. This makes it easier to enter data into the pivot table. Click on the fields to be added to the report.
More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

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