

Excel on Steroids

sage

PivotTables and PivotCharts

Volume 2

PivotTables
PivotCharts

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Using slicers with non pivot data

Sometimes you may want to present your data simply as a range, but would like to make use of Slicers (available in Microsoft® Excel® 2010 and 2013) to be able to quickly filter data. Commonly, slicers are applied only to data that is presented in Tables, PivotTables and PivotCharts – not non Pivot data, but there is a way around that, which is what we will show you in this tip.

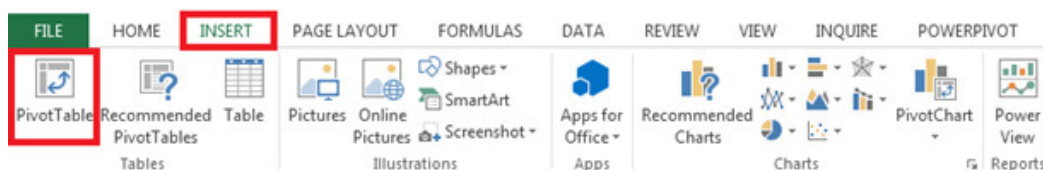
Note: Download the [workbook](#) to practice this exercise

Applies to: Excel 2007, 2010 and 2013

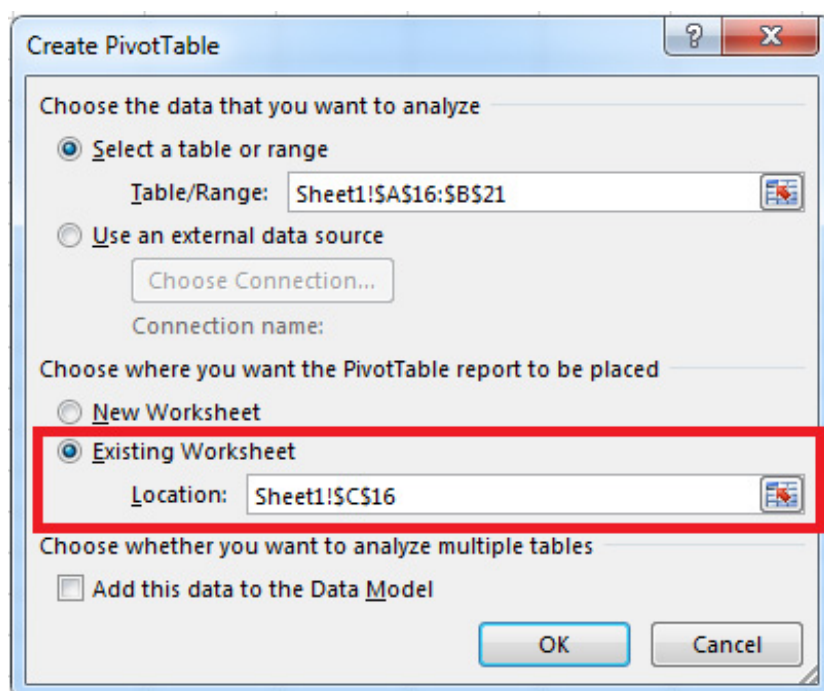
We start by inserting a Pivot Table using the cost centers.

16	Cost Centre	Key
17	Sales	1
18	Cost of Sales	2
19	Expenses	3
20	Other Income	4
21	Net Income	5

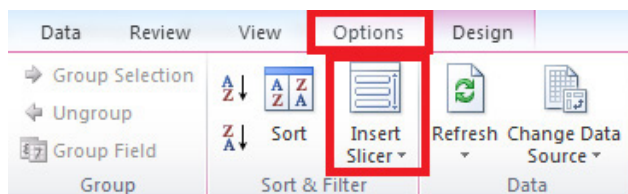
1. Select any cell within the Cost Centre table.
2. Select the Insert tab then **PivotTable**.



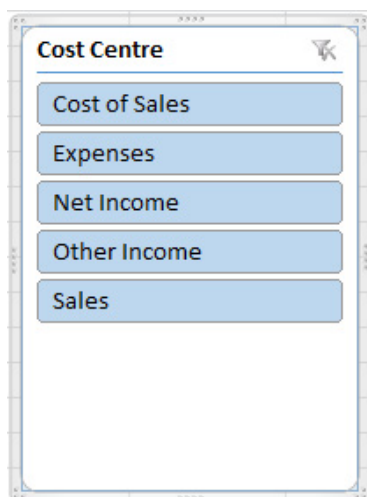
3. Add the PivotTable to the existing worksheet in **cell C16** and select **OK**.



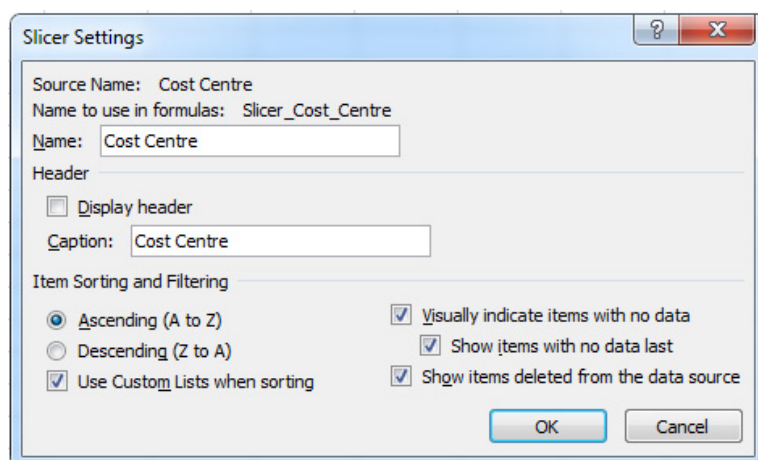
4. Place the Cost Center to the rows area.
5. Drag the Key field to the values area.
6. Select the PivotTable.
7. From PivotTable Tools, select **Options**.
8. Select **Insert Slicer**.



9. Select Cost Center.
10. Select **OK**.



11. Right click your Slicer and select **Slicer Settings**.
12. Uncheck the **Display header** box.



13. Select **OK**.
14. Select **Sales** on the Slicer.

15. Select **cell G1** and enter the following formula:

=INDEX(B1:F13,,D\$17)

NOTE: The reference for D17 should be typed in not selected. Press the F4 key to make this cell absolute.

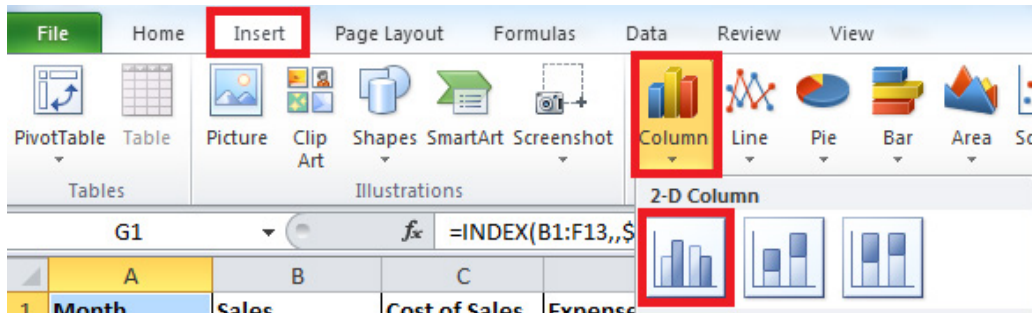
- The INDEX function returns the value in a table at the intersection of a given row and column number.
- B1:F13 is the data range
- There is no row number hence returning , , (two commas).
- The column number is returned by the value in D\$17(1).

16. Copy the formula down to **G17** (the values for Sales or the selected cost center will be copied down).

17. Select the data range **A1:A13** and **G1:G13** (Hold down the control key to make your selection).

18. Select the **Insert tab**.

19. Select the **Column chart** under the Charts group.



The chart data and the values in G1:G13 will change based on the selected Cost Center from the slicers list as can be seen the data in the range B1:F13 can be filtered with a slicer without inserting a PivotTable.

Using slicers to view different scenarios for forecasting

Forecasting the outcome of a financial model can lead to better planning and positive results for an organization. You can use scenarios to forecast the outcome of a financial model. A scenario is a set of values that Microsoft® Excel® saves and can substitute automatically in your worksheet. You can create and save different groups of values on a worksheet and then use slicers to switch to any of these new scenarios.

We have previously shown you how to insert scenarios using the What-If analysis tool. However in this tip we shall do it differently, by setting up the scenarios in a table. A PivotTable will then be inserted so that slicers can be used to switch between the best case and worst case scenarios.

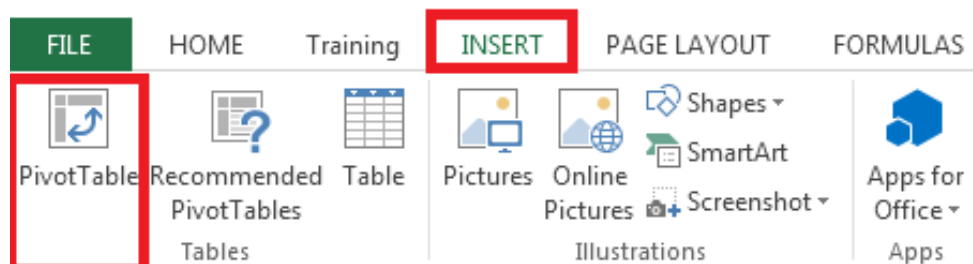
Note: Download the [workbook](#) to practice this exercise

Applies to: Microsoft Excel 2007, 2010 and 2013

1. The first step is to create a table for the Best Case and Worst Case scenarios for the 4th quarter which has been created in the example workbook.

Scenario	Account Name	Value
Best Case	Sales	\$ 3 500 000.00
Best Case	Cost of Sales	\$ 300 000.00
Best Case	Direct Expenses	\$ 200 000.00
Best Case	Other income	\$ 250 000.00
Best Case	Expenses	\$ 60 000.00
Worst Case	Sales	\$ 450 000.00
Worst Case	Cost of Sales	\$ 50 000.00
Worst Case	Direct Expenses	\$ 55 000.00
Worst Case	Other income	\$ 12 000.00
Worst Case	Expenses	\$ 45 000.00

2. Then create a PivotTable from the scenario data:
 - a. Select any cell within the scenario table
 - b. From the Insert Tab, select **PivotTable**



- c. In the **Location box**, select any cell on the existing worksheet where you would like to place the PivotTable.

Create PivotTable

Choose the data that you want to analyze

☒ **Select a table or range**

Table/Range:

☐ **Use an external data source**

Connection name:

Choose where you want the PivotTable report to be placed

☐ **New Worksheet**

☒ **Existing Worksheet**

Location:

Choose whether you want to analyze multiple tables

☐ **Add this data to the Data Model**

d. Drag **Account Name** and place it in the **Row Labels** and Value in the **Values** area.

PivotTable Field List

Choose fields to add to report:

☐ Scenario

☒ **Account Name**

☒ **Value**

Drag fields between areas below:

☒ Report Filter ☐ Column Labels

☐ Row Labels ☒ **Σ Values**

☐ Defer Layout Update

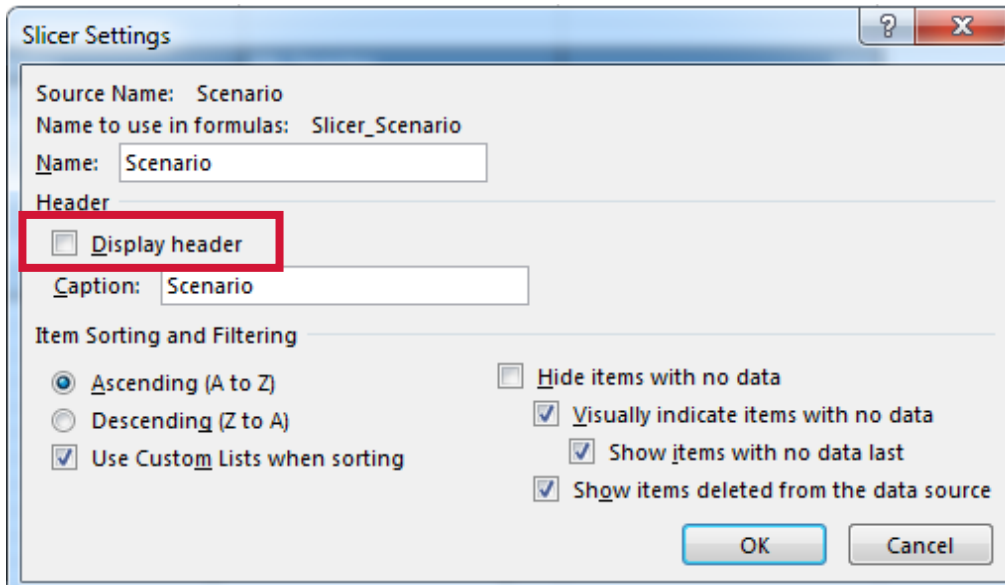
3. Insert a slicer:
 - a. Select any cell on the PivotTable.
 - b. From the Analyze tab, select **Insert Slicer** in Excel 2013. If you're using Excel 2010, go to Options and select **Insert Slicer**.

4. Select the scenario field from the slicer list and click **OK**.

5. Select **cell F8** in the financial model.
6. Press **"="** and click on the value representing Sales in the PivotTable.

7. Repeat steps 5 and 6 until you have linked the cells in the financial model to the corresponding values in the PivotTable.
8. Click on the slicer and select **Options**.
9. Change the number of columns to two.

10. Right click on the slicer and select slicer settings. Then uncheck the **display header** check box and click OK.



Slicer Settings

Source Name: Scenario
 Name to use in formulas: Slicer_Scenario
 Name: Scenario
 Header
☐ **Display header**
 Caption: Scenario
 Item Sorting and Filtering
☒ Ascending (A to Z)
☐ Descending (Z to A)
☒ Use Custom Lists when sorting
☐ Hide items with no data
☒ Visually indicate items with no data
☒ Show items with no data last
☒ Show items deleted from the data source
 OK Cancel

11. Resize and move the slicer above the financial model.

	A	B	C	D	E	F	G
1		Advanced Solutions (Pty) Ltd					
2		YTD Income Statement					
3							
4			Best Case	Worst Case			
5							
6							
7	Account Code	Account Name	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD
8	1000	Sales	\$ 1 208 608.00	\$ 2 000 000.00	\$ 3 000 000.00	\$ 3 500 000.00	\$ 9 708 608.00
9	2000	Cost of Sales	\$ 175 999.00	\$ 200 000.00	\$ 300 000.00	\$ 300 000.00	\$ 975 999.00
0	3000	Direct Expenses	\$ 211 721.00	\$ 200 000.00	\$ 200 000.00	\$ 200 000.00	\$ 811 721.00
1		Gross Profit	\$ 820 888.00	\$ 1 600 000.00	\$ 2 500 000.00	\$ 3 000 000.00	\$ 7 920 888.00
2	4000	Other income	\$ 69 078.00	\$ 300 000.00	\$ 300 000.00	\$ 250 000.00	\$ 919 078.00
3	5000	Expenses	\$ 318 754.00	\$ 60 000.00	\$ 60 000.00	\$ 60 000.00	\$ 498 754.00
4		Net Profit	\$ 571 212.00	\$ 1 840 000.00	\$ 2 740 000.00	\$ 3 190 000.00	\$ 8 341 212.00

As can be seen one can quickly switch between the best case and worst case scenarios. This is also another method of creating scenarios without using the What if analysis option under the data tab.

How to forecast quickly using trendlines

Forecasting is integral to business success but it can be frustrating when you don't have the right tools. Fortunately Microsoft® Excel® gives you the ability to forecast quickly without cracking your head with complex mathematical models using trendlines.

When you have existing data for which you want to forecast a trend, you can create a trendline in a chart. For example, if you have a chart in Excel that shows sales data for the first few months of the year, you can add a trendline to the chart that shows the general trend of sales (increasing or decreasing or flat) or that shows the projected trend for months ahead.

Note: Download the [workbook](#) to practice this exercise

Applies to: Microsoft Excel 2007, 2010 and 2013

We start by creating a column chart for the data below.

Sales Forecast Report	
Month	Amount
Jan	\$ 35 000.00
Feb	\$ 35 000.00
Mar	\$ 40 000.00
Apr	\$ 38 000.00
May	\$ 42 000.00
Jun	\$ 41 000.00
Jul	
Aug	
Sep	
Oct	
Nov	
Dec	

1. Select a cell within the data range and press **F11**.
2. Click on the chart title and change to "**Sales Forecast Report**".
3. To create a linear trendline:
 - a. Right click on one of the series (blue bars).
 - b. Select **Add Trendline**.
 - c. Select Linear under Trend/Regression Type and type 6 as your forecast period as demonstrated below.

Trendline Options

Line Color
Line Style
Shadow
Glow and Soft Edges

Trend/Regression Type

☒ Linear

☐ Exponential

☐ Logarithmic

☐ Polynomial Order: 2

☐ Power

☐ Moving Average Period: 2

Trendline Name

☒ Automatic: Linear (Amount)

☐ Custom:

Forecast

Forward: 6 periods

Backward: 0.0 periods

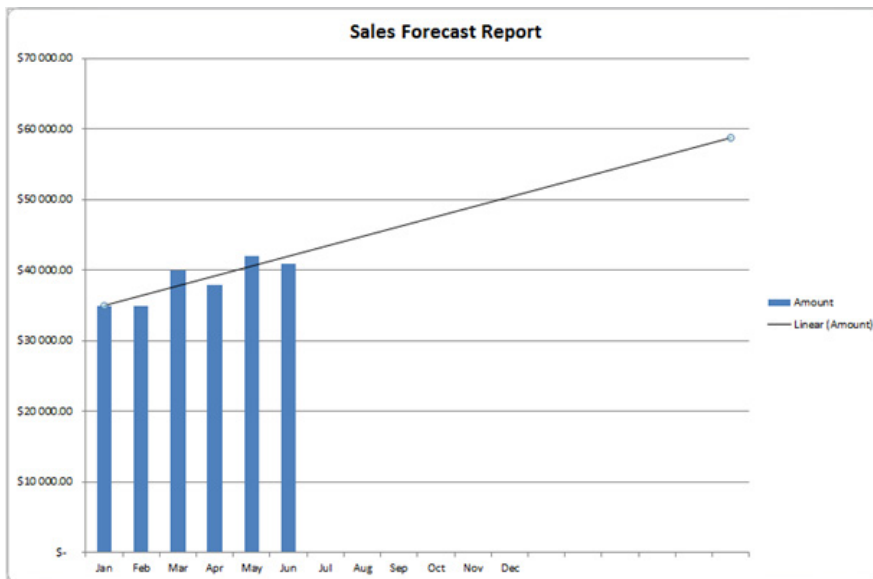
☐ Set Intercept = 0.0

☐ Display Equation on chart

☐ Display R-squared value on chart

Close

d) Select **Close**.



A linear trendline has been inserted and can help you to forecast future sales trends.



Excel on Steroids is a specialised training programme, comprising of three workshops, focusing on key Excel functionality for powerful business reporting and decision-making!

[View course info](#)

Enjoy greater flexibility in filtering dates with Timelines in Microsoft Excel 2013

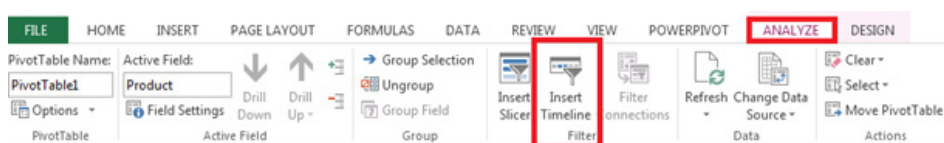
To make it easier for you to drill down on data, Microsoft has provided a more flexible way of filtering PivotTables by dates in Microsoft® Excel® 2013 with the addition of Timelines. Timelines are a visual filter for dates, which make it easy for you to see what date range has been filtered, plus they add a nice aesthetic to your worksheet. Dates can be analyzed by years, quarters, months and days. Unfortunately Timelines can only filter PivotTables, they don't work on standard tables.

In our example we've already created the PivotTable.

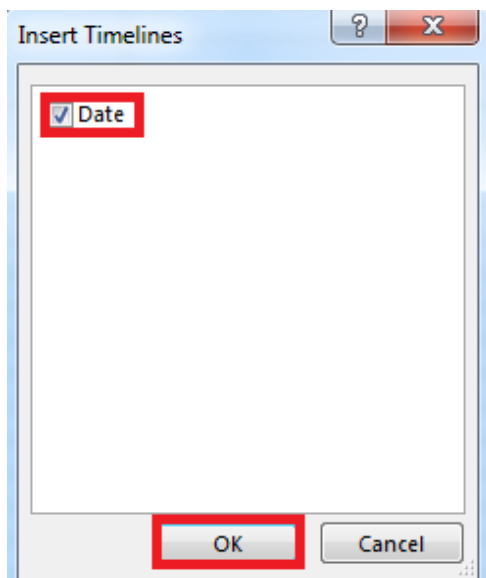
Note: Download the [workbook](#) to practice this exercise.

Applies to: Microsoft Excel 2013

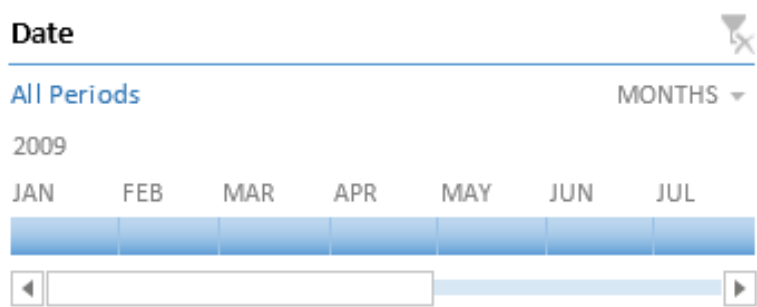
1. Open the workbook.
2. To insert a timeline:
 - a. Click on the PivotTable.
 - b. Select the **Analyze** tab and then select **Insert Timeline** in the **Filter** section.



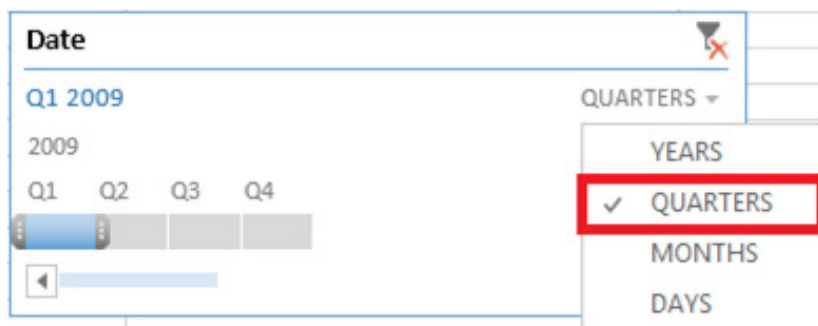
- c. Then check the **Date** box and select **OK**.



- d. The timeline will be inserted.



3. To filter the PivotTable by months, select a month from the timeline.
4. To filter by quarters; select **Quarters** in the top right hand corner.
5. Then select the quarter you would like to filter by.



As you can see, the PivotTable in our example has been filtered by Quarter 1.

SalesmanName	Product	Sum of InclusivePrice
B. Nixon	Hygenix Almond Toilet	3461.04
	Quadrant 900 White Clear Shower Door	26665.74
	Serenade Acrylic Cowrie Oval	36353.46
		19365.18
Gavin O Connor	CE900 White Clear Corner Entry Shower Door	13558.02
	Hygenix Almond Toilet	4326.3
	Rose De Grade	1480.86
		57766.08
K. Swartz	CE900 White Clear Corner Entry Shower Door	13558.02
	Noce De Grade	2961.72
	Saphire Sink Mixer	1588.02
	Serenade Acrylic Cowrie Oval	29743.74
	Serenade Acrylic Piazza Conversion Bath	9914.58
		22903.74
P. Cox	CE900 White Clear Corner Entry Shower Door	9684.3
	Serenade Acrylic Cowrie Oval	13219.44
		34909.08
Reagan Atkins		

The timeline can also be filtered by years and days giving you the ability to analyze data interactively.

How to rank items quickly without sorting them

This week we'll show you how to quickly rank items from smallest to largest using a feature that already exists in PivotTables. Let's say you're analyzing your products or even expenses and need to rank them from the smallest to the largest value, instead of writing your own formulas in calculated fields, you can use the Rank Smallest to Largest feature in PivotTables to assign ranks or position without sorting or list or re-arranging your list.

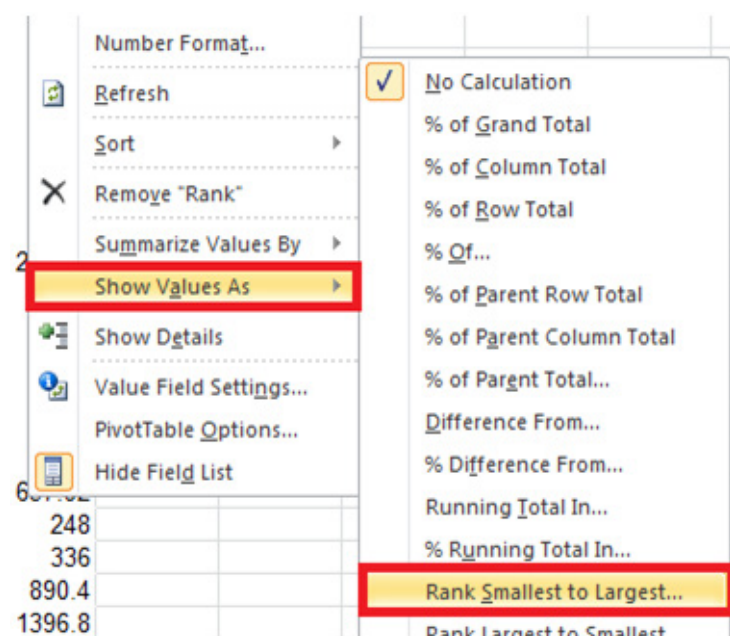
Note: Download the [workbook](#) to practice this exercise

Applies to: Microsoft® Excel® 2007, 2010 and 2013

In our example, the PivotTable has been set up with the Product Sales field allocated to the values area twice. In the second column the other Product Sales field has been renamed **Rank**.

Row Labels	ProductSales	Rank
Alice Mutton	374.4	374.4
Boston Crab Meat	320.46	320.46
Chai	360	360
Chang	152	152
Chartreuse verte	86.4	86.4
Chef Anton's Cajun Seasoning	225.28	225.28
Chocolade	137.7	137.7
Filo Mix	75.6	75.6
Fløtemysost	498.8	498.8
Geitost	64	64
Gnocchi di nonna Alice	608	608
Gorgonzola Telino	167	167
Gravad lax	208	208
Guaraná Fantástica	64.8	64.8
Gudbrandsdalsost	979.2	979.2
Gula Malacca	223.97	223.97
Gumbär Gummibärchen	821.7	821.7
Gustaf's Knäckebröd	201.6	201.6

1. Right click on one of the values in the Rank column and select as below.
2. Select **Show Values As**, and then **Rank Smallest to Largest**.



3. Select **OK**.

The items will be quickly ranked without sorting or re-arranging the list. The same approach can be used to rank other items like expenses.

Row Labels	ProductSales	Rank
Alice Mutton	374.4	31
Boston Crab Meat	320.46	26
Chai	360	29
Chang	152	13
Chartreuse verte	86.4	7
Chef Anton's Cajun Seasoning	225.28	22
Chocolade	137.7	11
Filo Mix	75.6	5
Fløtemysost	498.8	36
Geitost	64	2
Gnocchi di nonna Alice	608	40
Gorgonzola Telino	167	15
Gravad lax	208	19
Guaraná Fantástica	64.8	3
Gudbrandsdalsost	979.2	47
Gula Malacca	223.97	21
Gumbär Gummibärchen	821.7	45
Gustaf's Knäckebröd	201.6	18
Ikura	347.2	28
Inlagd Sill	68.4	4
Ipoh Coffee	662.4	43
Konbu	13.44	1
Lakkalikööri	637.92	42
Longlife Tofu	248	24

How to create custom PivotTable Groups

The PivotTable grouping option in Microsoft® Excel® allows you to see summaries of data by grouping it together so that less detail is shown. Grouping can be done automatically on date fields and the data summarised by days, months, quarters or years. However, you can also create your own custom groups. For instance, you can group your expenses by reporting categories, which is what we'll demonstrate in this tip.

Note: Download the [workbook](#) to practice this exercise

Applies to: Microsoft Excel 2007, 2010 and 2013

The example PivotTable has been populated with expenses and amounts.

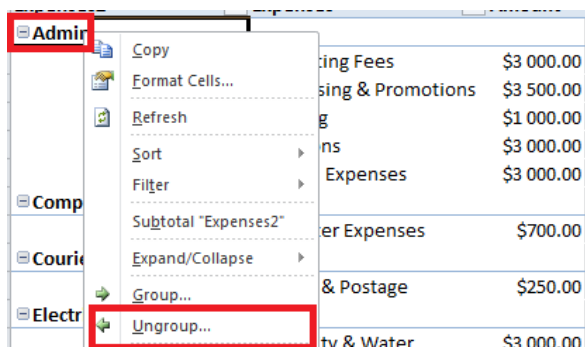
3	Expenses	Amount
4	Accounting Fees	\$3 000.00
5	Advertising & Promotions	\$3 500.00
6	Cleaning	\$1 000.00
7	Computer Expenses	\$700.00
8	Courier & Postage	\$250.00
9	Donations	\$3 000.00
10	Electricity & Water	\$3 000.00
11	Entertainment Expenses	\$2 000.00
12	General Expenses	\$3 000.00
13	Insurance	\$1 000.00
14	Motor Vehicle Expenses	\$1 400.00
15	Printing & Stationery	\$1 250.00
16	Rent Paid	\$3 500.00
17	Repairs & Maintenance	\$1 500.00
18	Salaries & Wages	\$3 500.00
19	Staff Training	\$2 000.00
20	Staff Welfare	\$1 500.00
21	Telephone & Fax	\$5 000.00
22	Travel & Accommodation	\$2 500.00
23	Grand Total	\$42 600.00

To create the grouping for Admin expenses:

1. Select all the expenses related to admin.
2. Right click on one of the selected expenses.
3. Select **Group**.
4. Select the cell in the PivotTable now named Group 1 and rename it to **Admin** in the formula bar.

3	Expenses2	Expenses	Amount
4	Admin		
5		Accounting Fees	\$3 000.00
6		Advertising & Promotions	\$3 500.00
7		Cleaning	\$1 000.00
8		Donations	\$3 000.00
9		General Expenses	\$3 000.00

5. Repeat step 2 for all subsequent grouping levels to be created.
6. To remove the grouping, right click on the group name and select **Ungroup**.



The PivotTable will thus be set up with the different grouping levels summarising the data.

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How to install the PowerPivot add-in in Microsoft Excel 2010 and 2013

In this tip, we'll look at how to install the PowerPivot add-in which is available for free in Microsoft® Excel® 2010 and 2013.

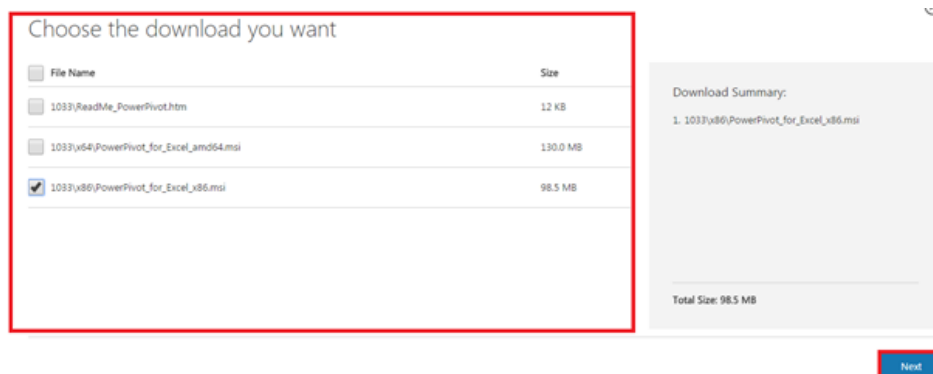
PowerPivot enables you to process immense volumes of data that cannot be efficiently handled by PivotTables. Furthermore PowerPivot easily integrates with data from multiple sources and is flexible in handling data from Microsoft® SharePoint® and Microsoft® SQL Server®.

Applies to: Microsoft Excel 2010 and 2013.

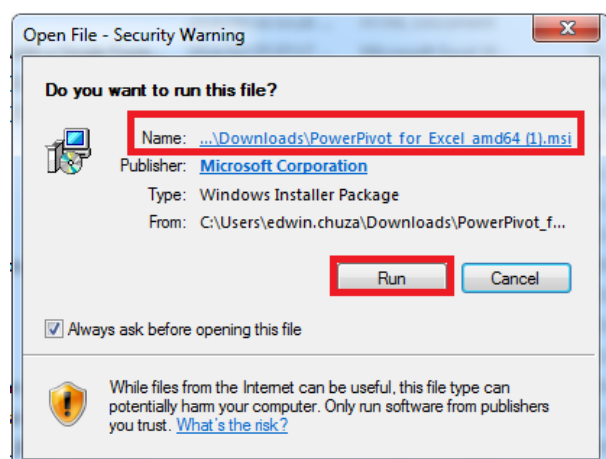
1. Establish if your computer meets the applicable system requirements. The requirements for Microsoft Excel 2010 are:
 - Windows XP with Service Pack 3, Windows Vista with Service Pack 2, Windows 7, or Windows Server 2008 or higher
 - .NET Framework 3.5 SP1 may be required if you are not running Windows 7
 - Excel 2010
 - 3.5 gigabytes of free hard disk space
 - 1 gigabyte of RAM (2 gigabytes or more is recommended)
 - 500 MHz processor or higher
2. The PowerPivot installation must correspond to your Microsoft Excel 2010 installation. That is 32 or 64 bit installation.
3. Click on the link below from Microsoft to download the PowerPivot add-on.

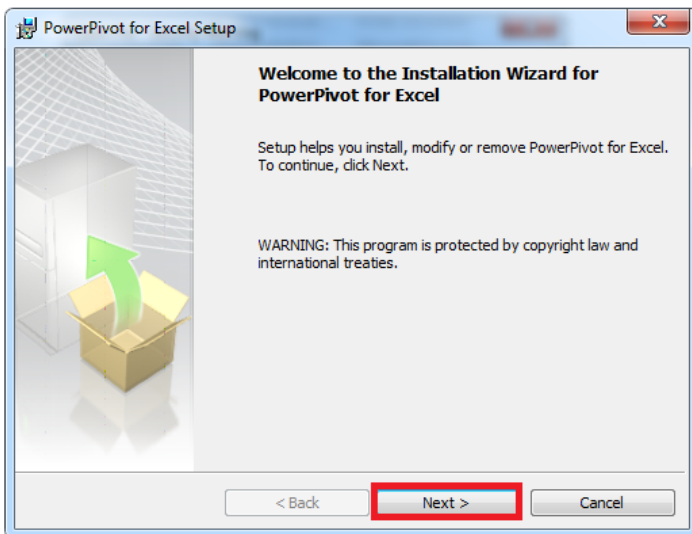
Download PowerPivot for Microsoft Excel 2010

4. Click on **Download**.
5. Choose the files to download and select **Next**.

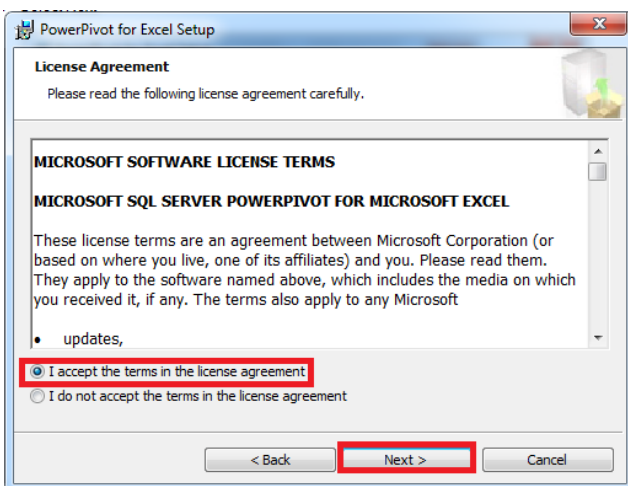


6. Select **Run**, and then **Next**.

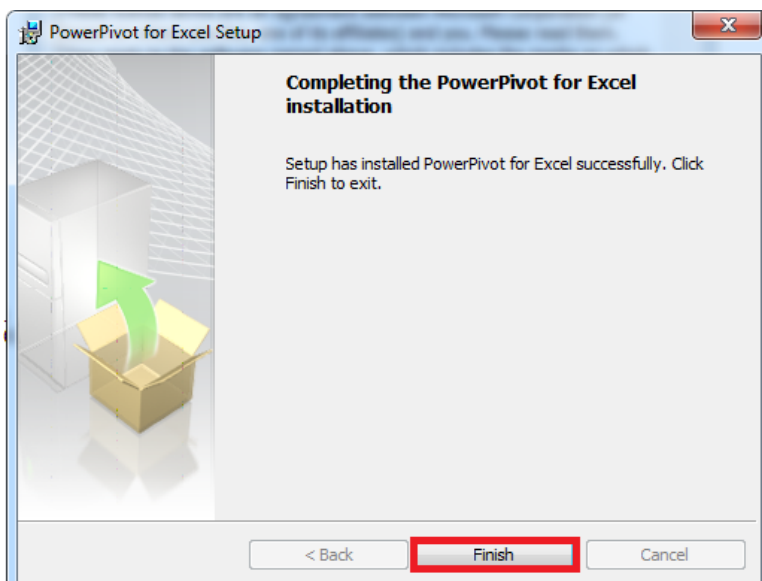




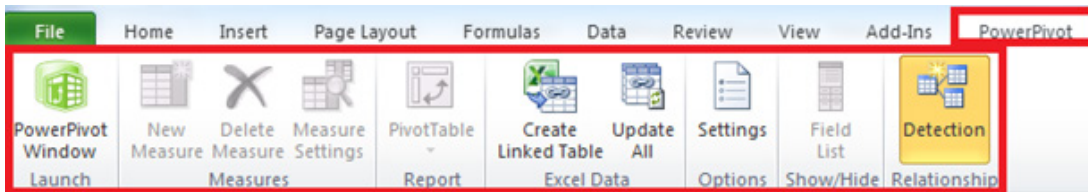
7. Click on **"I accept the terms in the license agreement"** and then click **Next**.



8. Select **Next**, then **Install**, and **Finish**.



9. Open Microsoft Excel 2010. You will notice that after installation, a PowerPivot has been created.

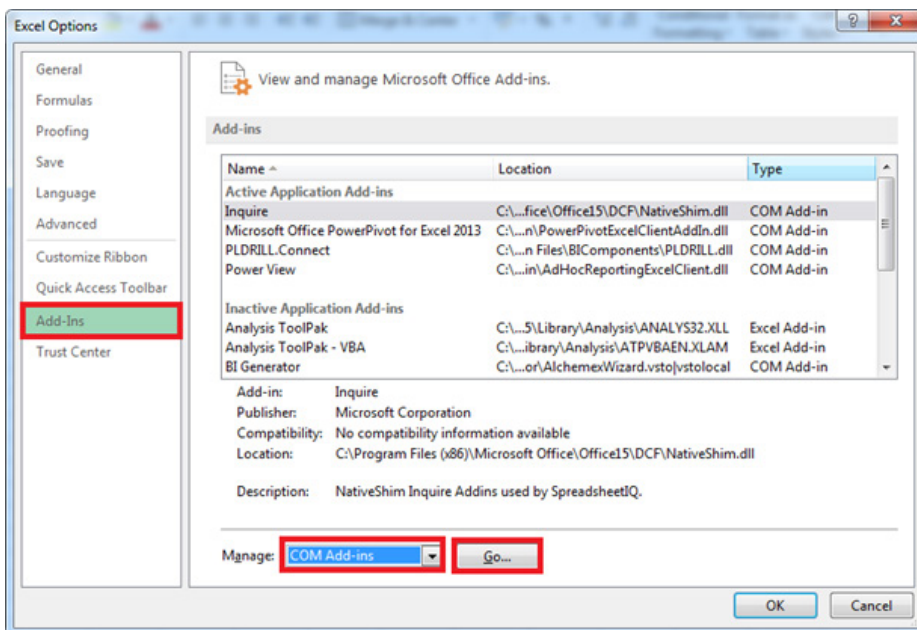


If you are using Microsoft Excel 2013 you will have to activate instead of install the PowerPivot add-on.

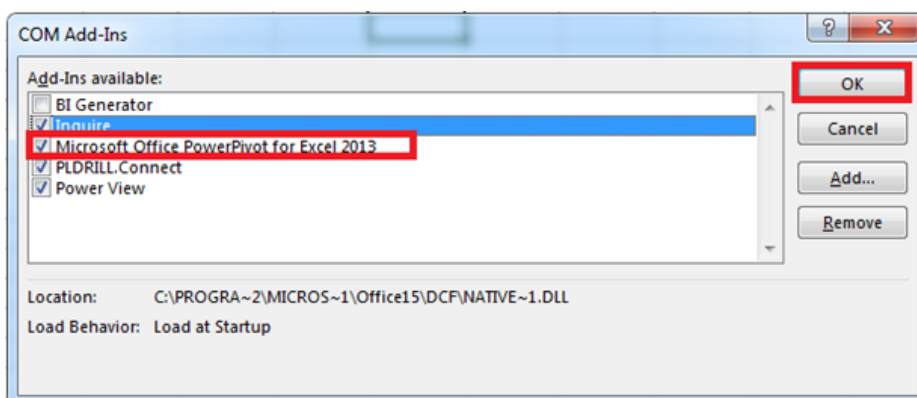
NOTE: PowerPivot is only available for Office Professional Plus and Office 365 Professional Plus editions.

To activate PowerPivot in Excel 2013:

1. Select **File, Options, Add-Ins, COM Add-ins, and Go...**



2. Then select **Microsoft Office PowerPivot for Excel 2013** and **OK**.



After activating it, a PowerPivot tab will have been created and will show up on your menu.



How to set up a PivotTable using the PowerPivot add-on module

In the previous tip we showed you how to install the PowerPivot add-on module in Microsoft® Excel® 2010 and 2013 and how you can use it to process immense volumes of data that cannot be efficiently handled by PivotTables. In this tip we want to show you how to set up a PivotTable using PowerPivot to enable you to analyze large volumes of sales data efficiently. We will use a Product Sales by category report as our example.

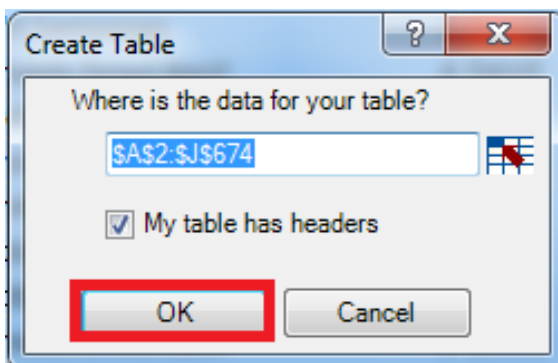
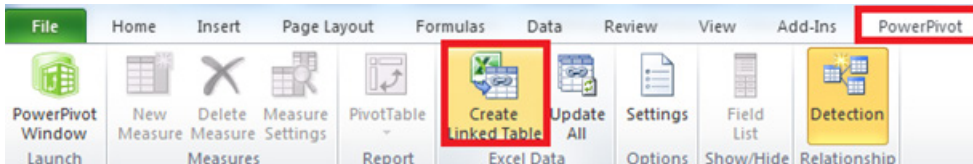
Note: Download the [workbook](#) to practice this exercise

Applies to: Microsoft Excel 2010 and 2013

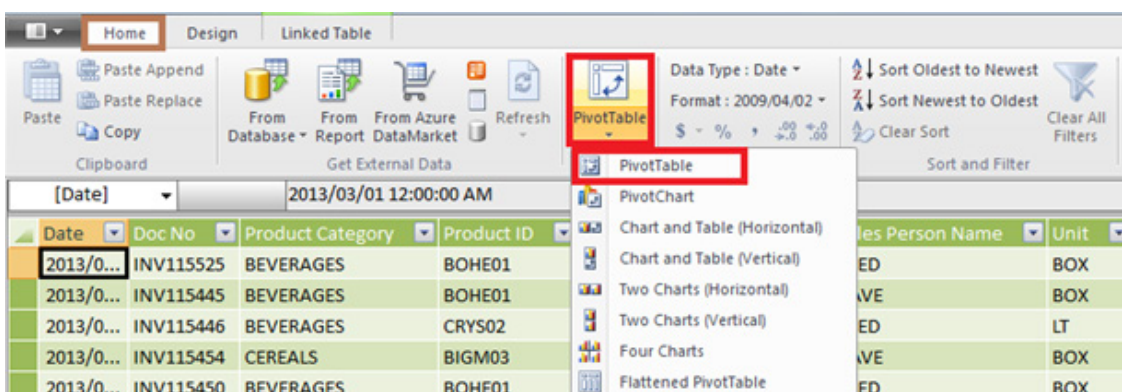
The data below will be used to create a PivotTable using PowerPivot.

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										

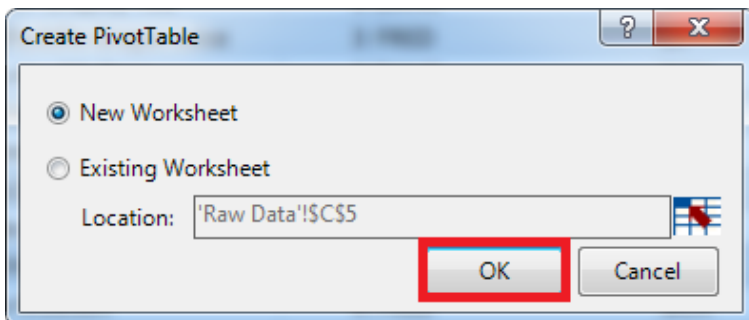
1. Select the **PowerPivot** tab, and **Create Linked Table** in the Excel Data group, and then select **OK**.



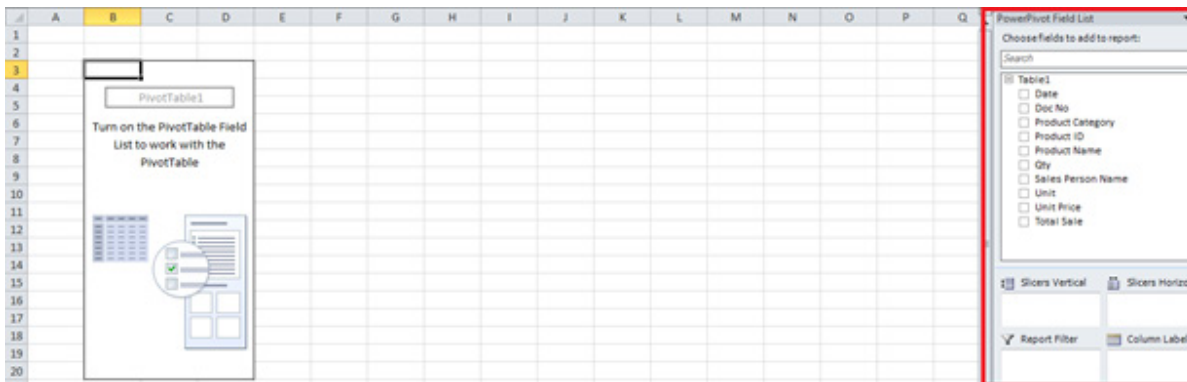
2. Select the Home tab and **PivotTable**.



3. A Create PivotTable screen will pop up. To place the PivotTable on a new worksheet, select **New Worksheet** and **OK**.

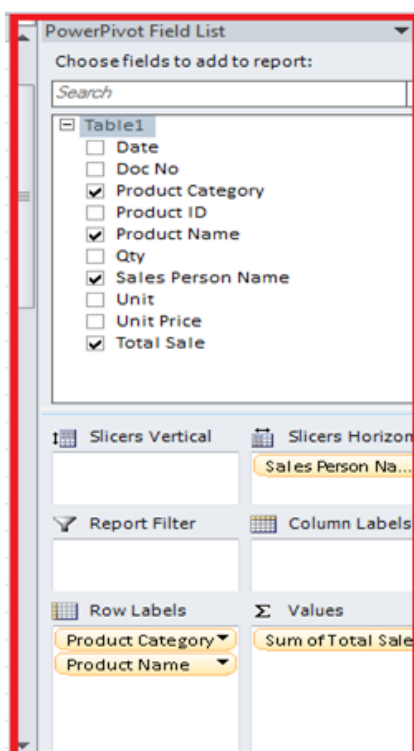


4. Using the field list placed on the right hand side of the worksheet arrange the fields into the different areas of the PivotTable.



5. Place the fields as follows:

- Product Category, Product Name (Rows labels area)
- Total Sale (Values area)
- Sales Persons Name (Slicers Horizontal)



6. The PivotTable will be displayed.

Sales Person Name	
DAVE	FRED
TOM	

Row Labels	Sum of Total Sale
ALCOHOL	191783.3871
Captain Vital Signs Cane	632.4387097
Captain Vital Signs Rum	2409.929032
Mexi Cactus Drops	34867.74194
Redberg Brandy	615.6580645
Redberg Cane	32882.89032
Redberg Cider	3123.870968
Redberg Tequila	10711.69032
Redberg Vodka	93693.83226
Ricky Liquors - Brandy	2945.419355
Ricky Liquors - Vodka	659.8193548
Ricky Liquors - Whisky	4633.548387
Yardville Health Ale	1589.032258
Yardville Lager	200.7741935
Yardville Sherry	2816.741935
BEVERAGES	176009.9097

The PivotTable displays the Product Sales by category. Slicers, which are used to easily filter components are part of the PivotTable field list and are automatically added to the PivotTable. By clicking on a Sales Person, say Dave, you are able to filter on the transactions or sales made by Dave.

How to calculate Sales Tax/Vat using PowerPivot Measures

In the previous tip we showed you how to set up a PivotTable using PowerPivot. In keeping to the same theme as the previous tip, we'll show you how you can easily calculate Sales Tax/Vat using the Measures feature in the PowerPivot tab. If you're an accountant you may want to analyze the Sales Tax/Vat that will be paid on the products you've sold, luckily the Measures feature in the PowerPivot tab enables you to create formulas in your PivotTable. We'll show you how in the steps below.

Note: Download the [workbook](#) to practice this exercise

Applies to: Microsoft® Excel® 2010 and 2013

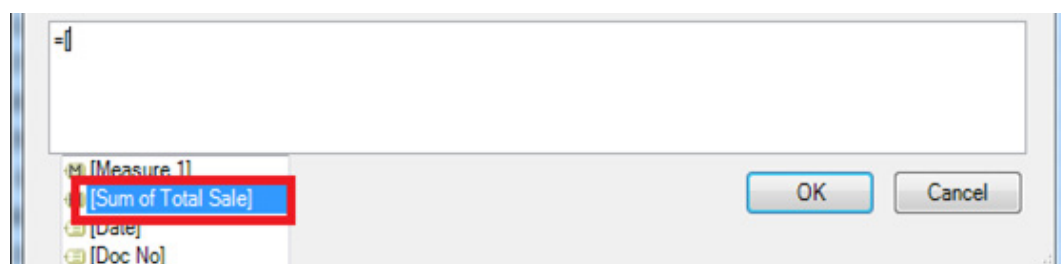
1. Open the example exercise workbook, where a PivotTable is set up.

Row Labels	Sum of Total Sale
ALCOHOL	191783.39
Captain Vital Signs Cane	632.44
Captain Vital Signs Rum	2409.93
Mexi Cactus Drops	34867.74
Redberg Brandy	615.66
Redberg Cane	32882.89
Redberg Cider	3123.87
Redberg Tequila	10711.69
Redberg Vodka	93693.83
Ricky Liquors - Brandy	2945.42
Ricky Liquors - Vodka	659.82
Ricky Liquors - Whisky	4633.55
Yardville Health Ale	1589.03
Yardville Lager	200.77
Yardville Sherry	2816.74
BEVERAGES	176009.91

2. Select any cell within the PivotTable.
3. Select the **PowerPivot** tab and then **New Measures** under the **Measures** group. Refer to the screen shot below.



4. In the Measure settings screen:
 - a. Rename the custom name to **Sales Tax**.
 - b. Enter the formula: **= $[\text{Sum of Total Sale}] * 14 / 100$**
 - i. Press the **left square bracket key**.
 - ii. Select **Sum of Total Sale** from the drop down list.



- iii. Then enter ***14/100**
- c. Click on **Check formula**, to ensure that the formula is correct.

Measure Settings

Table name: Table1

Measure Name (All PivotTables): Measure 1

Custom Name (This PivotTable): Sales Tax

Formula:

= [Sum of Total Sale]*14/100

No errors in formula.

OK Cancel

5. Select **OK**.

The PivotTable with a calculated field (Sales Tax) will be displayed. The percentage rate for Sales Tax will vary for each country, we used 14% for illustration purposes. Measures can also be used to create advanced functions on PowerPivot.

Row Labels	Sum of Total Sale	Sales Tax
ALCOHOL	191783.39	26849.67
Captain Vital Signs Cane	632.44	88.54
Captain Vital Signs Rum	2409.93	337.39
Mexi Cactus Drops	34867.74	4881.48
Redberg Brandy	615.66	86.19
Redberg Cane	32882.89	4603.60
Redberg Cider	3123.87	437.34
Redberg Tequila	10711.69	1499.64
Redberg Vodka	93693.83	13117.14
Ricky Liquors - Brandy	2945.42	412.36
Ricky Liquors - Vodka	659.82	92.37
Ricky Liquors - Whisky	4633.55	648.70
Yardville Health Ale	1589.03	222.46
Yardville Lager	200.77	28.11
Yardville Sherry	2816.74	394.34

How to set up custom subtotals in a PivotTable

PivotTables are a very useful tool for business reporting especially when you have a lot of data to report on. PivotTables help you quickly summarize, analyze, explore, and present large volumes of data. Did you know that you can summarize or analyze your data with more than one subtotal? To demonstrate this, we show you how to summarize expenses by using the Sum and Average functions.

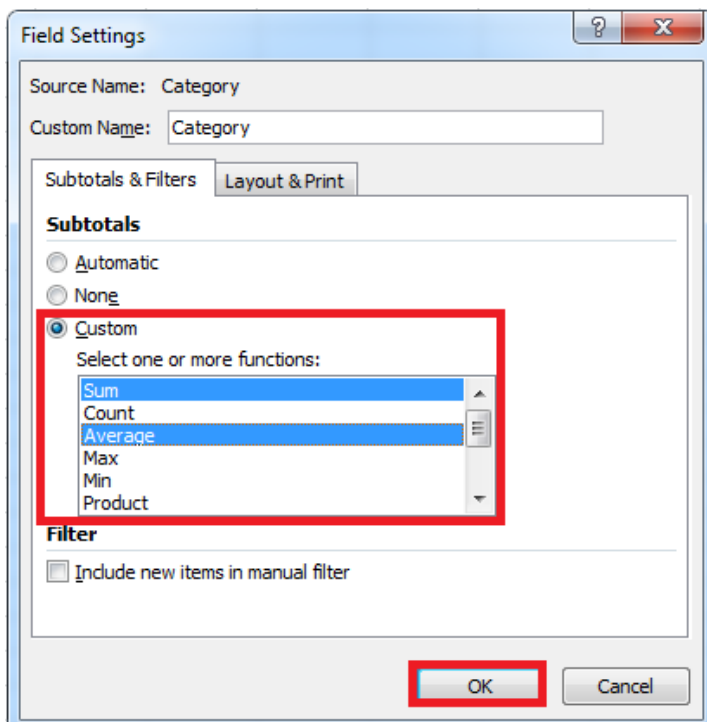
Note: Download the [workbook](#) to practice this exercise

Applies to: Microsoft® Excel® 2010 and 2013

1. Open the example exercise workbook, where a PivotTable is set up.

	A	B	C
1	Category	Description	Amount
2	Communication Cost		
3		Cell Phones	15529.33
4		Courier and Postage	7411.57
5		Telephone and Fax	78267.84
6	Fees & Levies		
7		Accounting Fees	3500
8		Consulting Fees	1991.21
9		Legal Fees	5923.04
10		Levies	5456.2
11		Skills Levies	3395.84
12	Finance Charges & Fines		
13		Finance Charges	1000
14		Fines	199806.74
15	General Expenses		

2. Right click on one of the categories within the PivotTable, for instance **General Expenses**.
3. Select **Field Settings** from the list.
4. Select **Custom** under Subtotals and Filters.
5. From the functions list, select **Sum** and **Average**.
6. Click **OK**.



The expenses will be analyzed by the Sum and Average functions. Thus you can see the total and average expenses under one subtotal.

	A	B	C
10		Consulting Fees	1991.21
11		Legal Fees	5923.04
12		Levies	5456.2
13		Skills Levies	3395.84
14	Fees & Levies Sum		20266.29
15	Fees & Levies Average		4053.258
16	Finance Charges & Fines		
17		Finance Charges	1000
18		Fines	199806.74
19	Finance Charges & Fines Sum		200806.74
20	Finance Charges & Fines Average		100403.37
21	General Expenses		
22		Donations	1716.18
23		Entertainment Expenses	10927.56
24		General Expenses	2046.67
25		Gifts	151.84
26		Insurance	55782.59
27	General Expenses Sum		70624.84
28	General Expenses Average		14124.968



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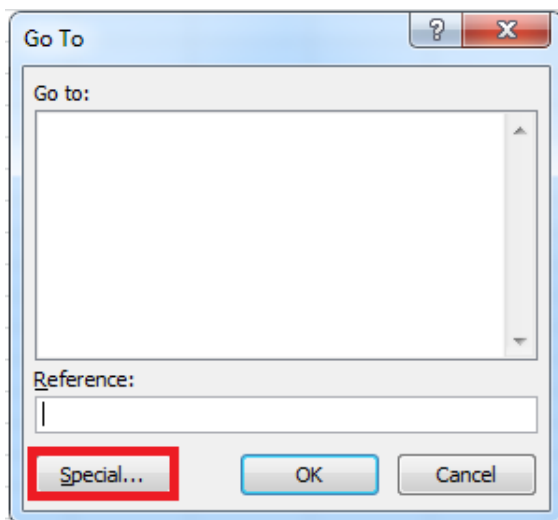
How to set the Sum function as the default in a PivotTable

Sometimes when working with PivotTables, the Count function is set as the default instead of the Sum function. This can be frustrating as you have to set each column value to Sum.

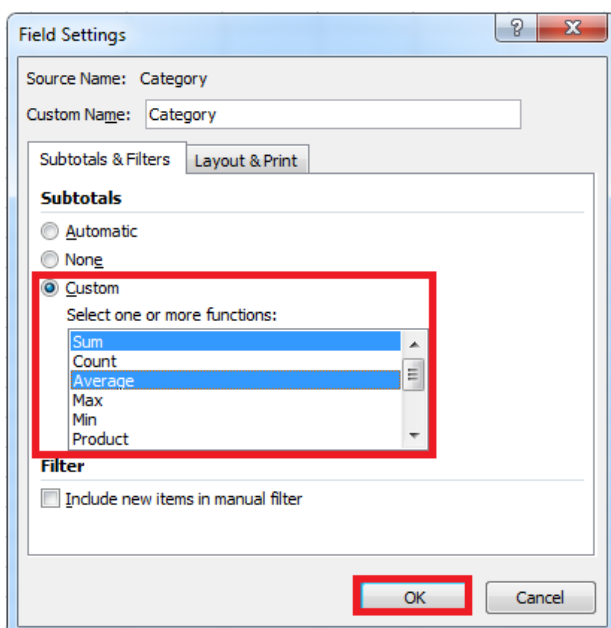
The problem is caused by having blank cells in the PivotTable source data and as a result the values default to count. In order to rectify the problem you have to replace the blank cells with zero values. Follow the instructions below to see how:

Applies to: Microsoft® Excel® 2010 and 2013

1. To replace the blank cells with zero values in the example workbook:
 - a. Click on one of the values in the source worksheet.
 - b. Press **F5**.
 - c. Click **Special**.



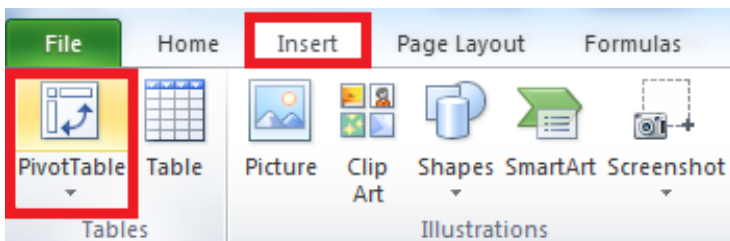
- d. Select **Blanks** and then select **OK**.



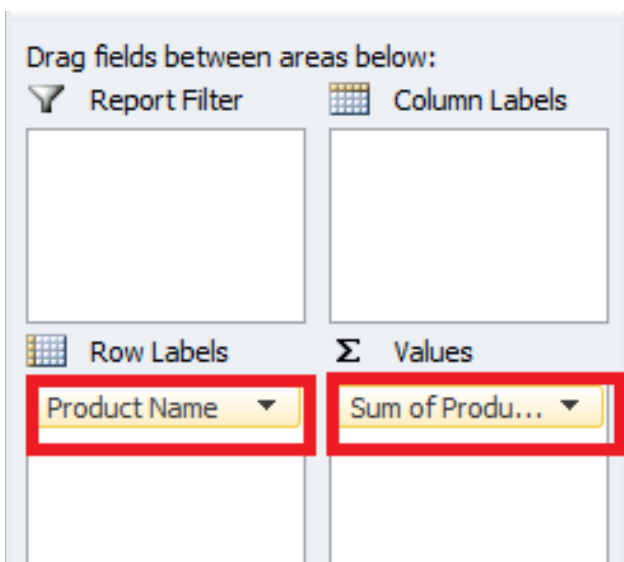
- e. Enter **0** in one of the blank cells.
f. Press **CTRL + Enter**.

F	G	H
Quantity	Unit Price	Product Sales
60	7	432
21	14	248
40	11	426
2	15	26
5	15	68
10	14	144
15	29	432
0	17	504
0	14	346
20	0	146
35	10	364
50	211	10540
4	7	25
20	12	216
2	25	50
14	0	140
10	19	144

- g. To create a PivotTable with the Sum as the default.
i. Select any cell within the source worksheet.
ii. Click on the **Insert** tab.



- iii. Select **PivotTable**.
iv. Click **OK**.
v. Move the **Product Name** field to the rows area.
vi. Move the **Product Sales** field to the values area.



3	Row Labels	Sum of Product Sales
4	Alice Mutton	11537.06
5	Aniseed Syrup	2803.13
6	Boston Crab Meat	6622
7	Camembert Pierrot	13088.16
8	Carnarvon Tigers	3413.64
9	Chai	10042.02
10	Chang	7667.75
11	Chartreuse verte	6463.27
12	Chef Anton's Cajun Seasoning	9043.2
13	Chef Anton's Gumbo Mix	250
14	Chocolade	4115.32
15	Côte de Blaye	6499.9
16	Escargots de Bourgogne	2214.14
17	Filo Mix	13606.94
18	Fløtemysost	8411.61
19	Geitost	19623.7
20	Genen Shouyu	3192.21
21	Gnocchi di nonna Alice	13346.24
22	Gorgonzola Telino	8208.91
23	Grandma's Boysenberry Spread	1262
24	Gravad lax	125.4
25	Guaraná Fantástica	7735.61
26	Gudbrandsdalsost	10549.57
27	Gula Malacca	7762.31
28	Gumbär Gummibärchen	15903.96
29	Gustaf's Knäckebröd	6631.9

A PivotTable with the Sum function as the default will be created. However if a PivotTable was set up with blank cells in the source data the default for Products Sales would have been count instead of Sum.

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