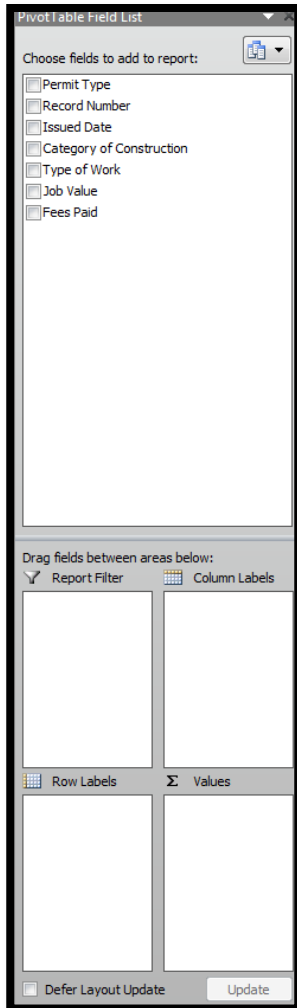
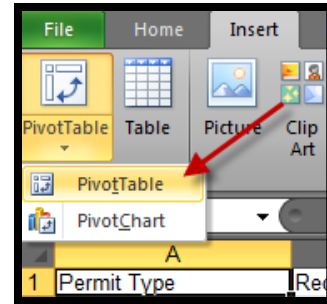


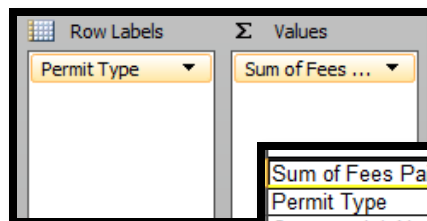
## Pivot Table

Once you have your data exported, cleaned, and sorted, you can insert a Pivot Table. Highlight cell A1 (the uppermost left cell) and click on the Insert tab. Then, select the Pivot Table option (see screen shot to the right). This will bring you to a new worksheet; the raw data will remain intact on the original worksheet. You have the option of naming the tabs in your spreadsheet by right-clicking on them and this is extremely helpful, especially if you are going to have multiple charts and graphs.

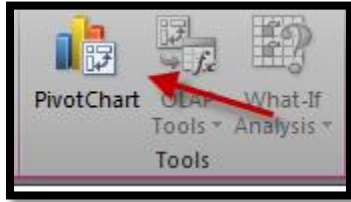


On the far right of the worksheet you will see a Pivot Table Field List with Row and Column Labels, a Report Filter, and Values fields. See screen shot to the left. You can drag and drop the fields in to the corresponding box below to format your table. This might take a bit of practice to figure out how to get the data you want input in the correct way in order to generate the charts or graphs you want. Luckily, it is very easy to drag and drop the various fields in and out of the boxes. Your updates will immediately be visible in the table that is created so you can tell if the information is what you are looking for.

**Example:** Select Permit Type and place it in Row Labels. Select Fees Paid and place it into Values. You will see a table like the one listed below. See screen shots below. As you can see, this is a very simple method for totaling fees. In addition, you can sort by Permit Type by clicking on the dropdown link in the Permit Type heading. One option would be to select all Commercial or all Residential to isolate those totals. Or, you could insert a Pivot Chart.



Permit Type	Total
Commercial Alarm or Suppression Systems	278.78
Commercial Electrical	5024.76
Commercial Plumbing	88.8
Commercial Septic	952
Commercial Structural	793.06
Residential 1 & 2 Fam Dwelling (New Only)	22542.26
Residential Electrical	11231.86
Residential Manufactured Dwelling	1764.18
Residential Mechanical	1012.32
Residential Plumbing	354.28
Residential Septic	12826
Residential Structural	7890.87
<b>Grand Total</b>	<b>64759.17</b>



To insert a Pivot Chart, click into the table that you created. Then click on the Design tab that appears. In that tab, select Pivot Chart from the Tools tab. You will have the option of selecting from various chart types and you will select the type that best suits the data you are trying to illustrate.

**Example 1:** To illustrate the monthly fee totals by permit type, use the column chart type. This type of chart is effective at showing trends over time or multiple values at once. See screen shot below. As you can see, the permit fees are listed out by permit type. If you click into the slide that is created, you can edit the chart title. This slide is entitled Monthly Permit Fees by Permit Type. Located in the upper and lower left are the labels and values that were selected for the Pivot Table. If you click on either one of them, you will be able to edit the columns that appear in the chart. If you click on the chart, Pivot Chart tools will be highlighted. If you click on any of those options you will be able to change the color/font, the gridlines, add/remove/edit data labels, and many other formatting techniques. In addition, you can change the chart type as well. You can play around and find the chart type and style that works best for you. Once you have your chart the way you want it, you can save or copy and paste it into a Word or PowerPoint document for presentation.

