

# Pivot Tables

*Show the average score for each measure type and the number of that measure type by year, month, and site #*

- Go to cell B2
- Click “PivotTable” menu and Select “PivotTable”
- Click the blue box and red arrow to select the data source for the table
  - Go to the Pivot Table Data sheet and select the entire table
    - Select table: click in cell A1 and press ctrl + shift + space
  - Click the blue box and red arrow again and press ok
  - This will take you back to the sheet where your pivot table will be
- Click anywhere within the pivot table box and the “PivotTable Field List” will appear
  - *If the list does not appear, go to Options and click on the “Field List” button at the far right of the screen*
- Create Row Labels
  - Drag Year, Month, and Site # (in that order) to the Row Labels box
- Create Column Labels
  - Drag Measure Type to the Column Labels box
- Create Values for rows and columns
  - Drag the Score and Measure Type to the Values box (the values will automatically show the sum of the scores and the count of the measure type)
- Format the values shown in the Pivot Table
  - Show the Average Score: In the values box, click on the downward arrow in the yellow “Sum of Score” bar and select “Value Field Settings”
  - In the “Summarize Values By” section, select “Average”
  - Then click on “Number Format” and choose to format the value as a number with 1 decimal place
  - Change Title name if desired
  - Leave the “Count of Measure” field value the same
- Remove Grand Total Columns from right side of table
  - Move the mouse above the “Total Average of Score” column (2<sup>nd</sup> to last on right of table) until you see a downward black arrow and then click to select the column
    - *Any table formatting will not stick as you filter the table if you do not select areas using the black arrow*
  - Right click in the blue boxed area and select “Remove Grand Total”
- Remove Filters (You can keep these available, but I removed them so the group receiving the graph would only be able to look at reading outcomes)
  - Go to the Options menu and de-select the “Field Headers” button at the far right of the ribbon
- Format the Pivot Table
  - Exit out of the “PivotTable Field List” menu
  - Select only Reading measure types
    - Click on the arrow next to “Column Labels” (cells C2)
    - Select only these values: CCSS, LN, LS, MCRC, PRF, PS, VOCAB, WRF
  - Format Cell widths
    - Move the mouse above the first “Average of Score” column until you see a downward black arrow and then click to select the column
    - Choose cell width: (alt + h o w) and type 10
    - Repeat for the “Count of Measure Type columns

- Wrap column text
  - Select columns using black arrow
  - Wrap text: (alt + h w)
- Align Title row in the center
  - Select columns using black arrows
  - Align Center (alt + h a c)
- Choose table design
  - Click the Design menu in PivotTable Tools
  - Choose desired style
    - If you wanted to create your own style, you would need to use the black arrow selection process to format each area of the table
- Minimize the month categories
  - Click on the small boxed “-“ next to a month category in the first column
  - Right click and select “
- Optional: align measure types centered across selection