

# Pivot Charts

We are going to create a chart that shows the average score for each measure type by year. As you build your chart, you will also be building a pivot table.

- Go to cell B2
- Click “PivotTable” menu and Select “PivotChart”
- 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
- Add fields for chart Legend, Axis, and values
  - Legend Fields: Drag “Measure Type” to the Legend Field box
  - Axis Fields: Drag “Year” to the Axis Fields box
  - Values: Drag “Score” to the values field box
    - 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
- Select only the reading categories
  - Click on the chart to select it, then click on the downward arrow in the gray “measure type” legend.
  - Select the reading categories: CCSS, LN, LS, MCRC, PRF, PS, VOCAB, WRF
- Remove Gray box filters
  - Go to the PivotChart Tools menu and select the “Analyze” menu
  - Find the “Field Buttons” option and de-select “Show legend field buttons,” “Show Axis field buttons,” and “Show value field buttons”
- Insert Slicers (These are buttons that filter the data showing on the chart)
  - Click on the chart and go to the “Insert” menu, select “Slicer”
  - Select filters based on variables in the dataset
    - (This time we’ll use Grade, Site #, Year, and Month)
  - Format slicer columns and size
    - Right click on the “Grade” slicer to open the options menu, select the “Size and Properties” menu
    - Go to position and layout
      - Number of columns: 9
      - Button Height: 0.20
    - Repeat for other slicers
      - Year: columns=2
      - Month: columns=7
      - Site #: columns=10
  - Format slicer colors
    - Click on a slicer to select and go to the Options menu in the ribbon
    - Choose a slicer style from the dropdown menu
  - Align Slicers

- (Optional) Chart Formatting

- Hide pivot table at top
- Add chart title
- Add data labels
- Change bar colors

- Format axis
- Remove gridlines
- Move legend to bottom of chart
- Remove chart outline