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Digital Area for Networking
Teachers and Educators



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Data Analysis Using Pivot Tables

Calculations

WEEK 9

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Data Analysis Using Pivot Tables

Summarizing Values

Pivot tables exist so that you can calculate aggregations of values (sums, averages, counts, etc.) in list columns, so calculations are the primary purpose of pivot tables.

As we found out earlier, the default calculation for the fields placed in the VALUES section is the sum for numeric fields, or the count for text fields. However, the calculation operation can be changed. In the combo box next to the field placed in the VALUES section, the VALUE FIELD SETTINGS menu is for this. In the VALUE FIELD SETTINGS dialog box, on the SUMMARIZE VALUES BY tab, select a different type of a calculation. This can also be done much more quickly in the context menu of any cell with a value in the SUMMARIZE VALUES BY menu.

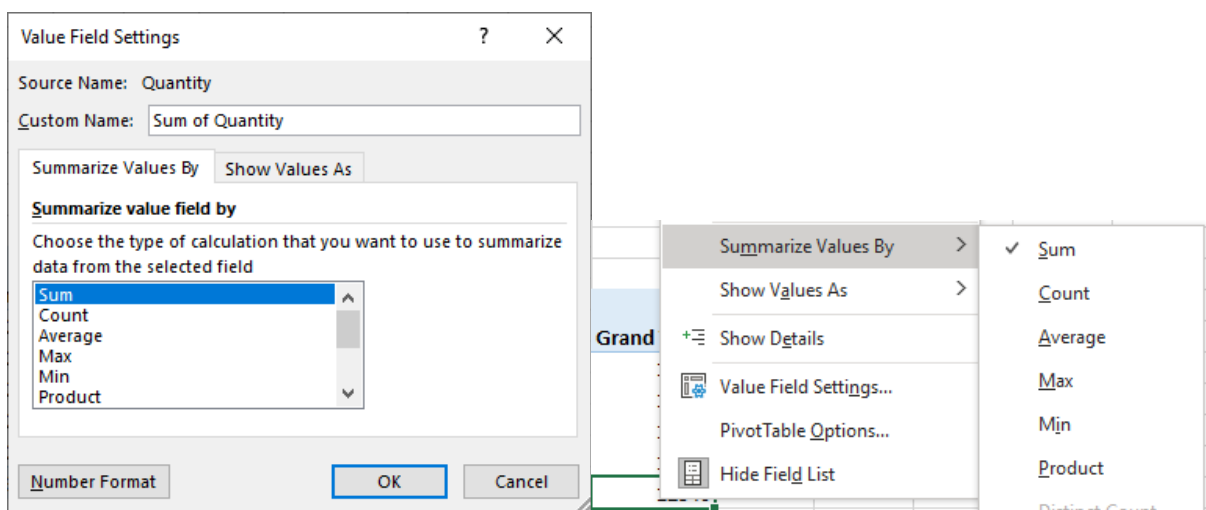


Figure 1 Value Field Settings dialog box with Summarize values by tab, and Summarize values by context menu

Showing Values As

In the above-mentioned way, you choose the basic calculation operation. However, the calculation does not have to be displayed only as a simple value, this value can also be displayed in another way, e.g. as a percentage of the whole, etc. For this type of



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calculation, use the **SHOW VALUES AS** tab in the **VALUE FIELD SETTINGS** dialog box, or in the context menu **SHOW VALUES AS** of any cell with a value.

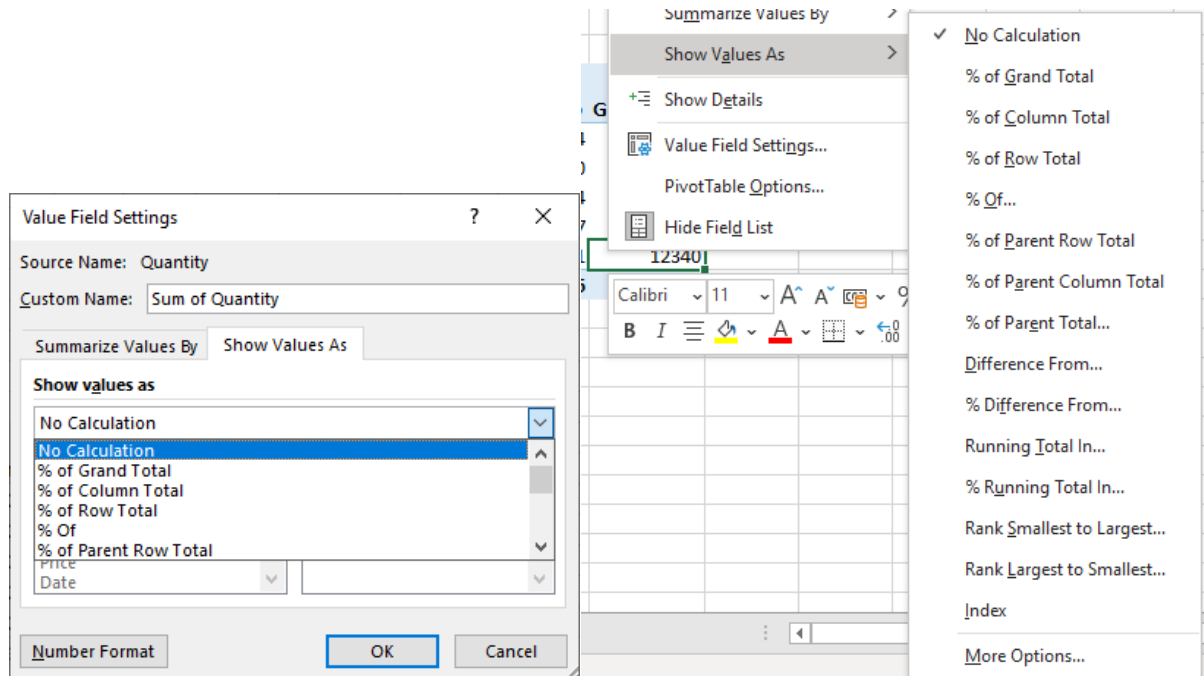


Figure 2 Value Field Settings dialog box with Show values as tab, and Show values as context menu

There are many different options of possible views in the menu, but the most common ones are likely to be the following:

- **NO CALCULATION** – the summary is displayed as a simple value without modifications.
- **% OF GRAND TOTAL** – displays the value as a percentage of the grand total of all values.
- **% OF COLUMN TOTAL** – displays the value as a percentage of the sum of values for that column only.
- **% OF ...** - displays the value as a percentage calculated from one specific item that is 100%.
- **DIFFERENCE FROM ...** - displays the value as a difference calculated from one specific item, which therefore has no difference.
- **RANK SMALLEST TO LARGEST (RANK LARGEST TO SMALLEST)** - displays the serial number of the item by size.



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But certainly, try all the options, their meaning is understandable according to the description of the menu.



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