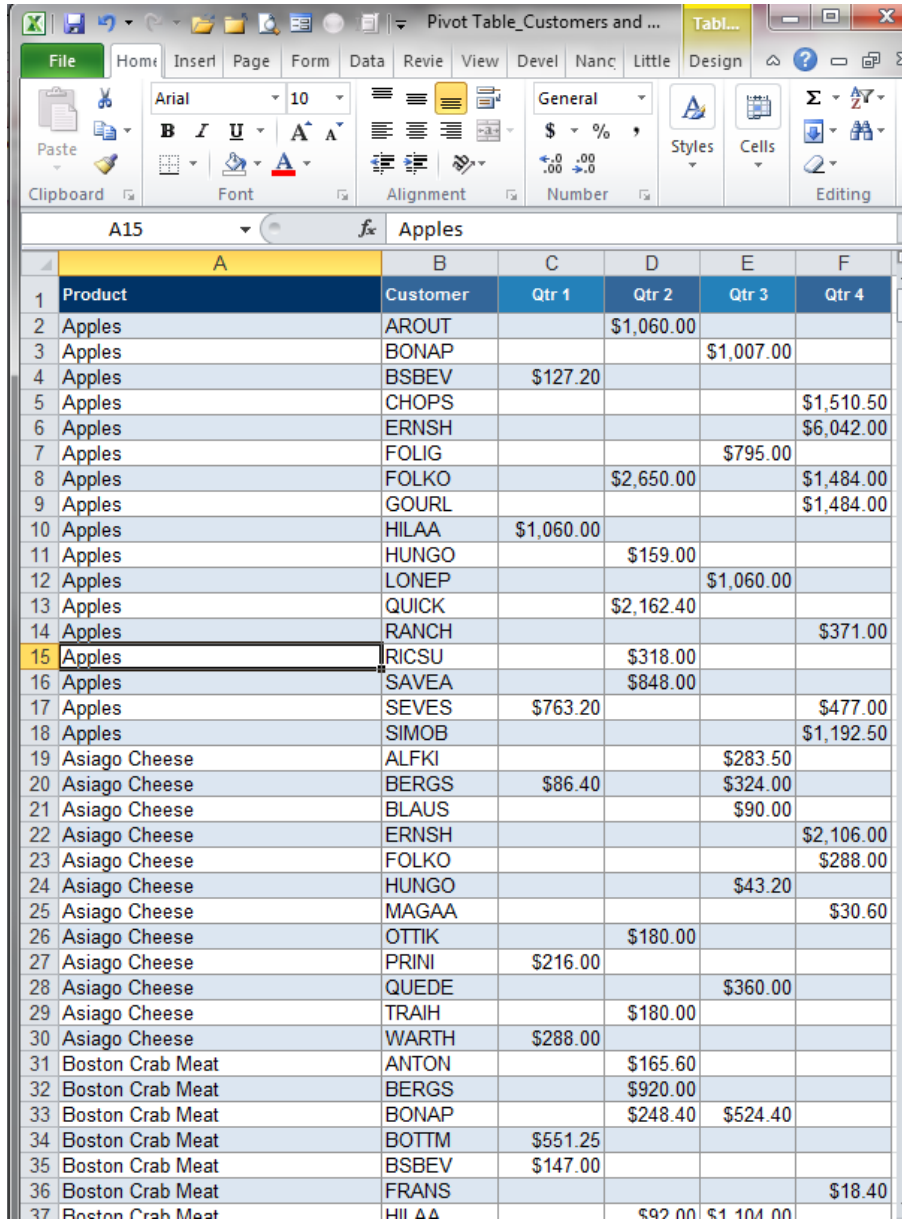


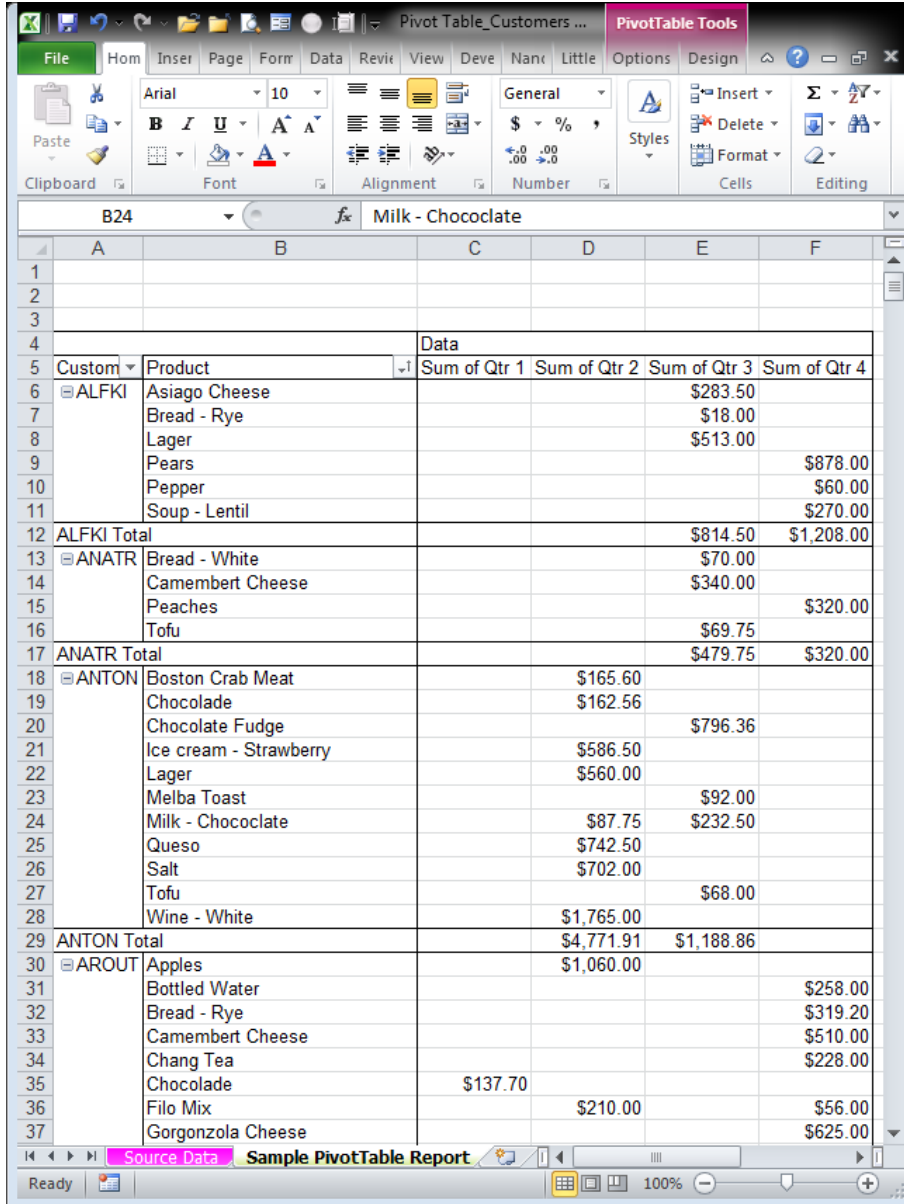
What is a Pivot Table? And how will it benefit my business?

A Pivot Table is a tool used in Microsoft Excel to summarize and analyze your data so that you can make informed business decisions. For example, let's say you have a list of your customers and the products they have purchased, calculated by quarter:



Product	Customer	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Apples	AROUT		\$1,060.00		
Apples	BONAP			\$1,007.00	
Apples	BSBEV	\$127.20			
Apples	CHOPS				\$1,510.50
Apples	ERNSH				\$6,042.00
Apples	FOLIG			\$795.00	
Apples	FOLKO		\$2,650.00		\$1,484.00
Apples	GOURL				\$1,484.00
Apples	HILAA	\$1,060.00			
Apples	HUNGO		\$159.00		
Apples	LONEP			\$1,060.00	
Apples	QUICK		\$2,162.40		
Apples	RANCH				\$371.00
Apples	RICSU		\$318.00		
Apples	SAVEA		\$848.00		
Apples	SEVES	\$763.20			\$477.00
Apples	SIMOB				\$1,192.50
Asiago Cheese	ALFKI			\$283.50	
Asiago Cheese	BERGS	\$86.40		\$324.00	
Asiago Cheese	BLAUS			\$90.00	
Asiago Cheese	ERNSH				\$2,106.00
Asiago Cheese	FOLKO				\$288.00
Asiago Cheese	HUNGO			\$43.20	
Asiago Cheese	MAGAA				\$30.60
Asiago Cheese	OTTIK		\$180.00		
Asiago Cheese	PRINI	\$216.00			
Asiago Cheese	QUEDE			\$360.00	
Asiago Cheese	TRAIH		\$180.00		
Asiago Cheese	WARTH	\$288.00			
Boston Crab Meat	ANTON		\$165.60		
Boston Crab Meat	BERGS		\$920.00		
Boston Crab Meat	BONAP		\$248.40	\$524.40	
Boston Crab Meat	BOTTM	\$551.25			
Boston Crab Meat	BSBEV	\$147.00			
Boston Crab Meat	FRANS				\$18.40
Boston Crab Meat	HILAA		\$92.00	\$1,104.00	

Creating a pivot table would enable you to summarize it quickly, showing your quarterly totals by customer and by product, as seen below:



The screenshot shows an Excel PivotTable report titled "Sample PivotTable Report" with the following data:

Custom	Product	Sum of Qtr 1	Sum of Qtr 2	Sum of Qtr 3	Sum of Qtr 4
ALFKI	Asiago Cheese			\$283.50	
	Bread - Rye			\$18.00	
	Lager			\$513.00	
	Pears				\$878.00
	Pepper				\$60.00
	Soup - Lentil				\$270.00
ALFKI Total				\$814.50	\$1,208.00
ANATR	Bread - White			\$70.00	
	Camembert Cheese			\$340.00	
	Peaches				\$320.00
	Tofu			\$69.75	
ANATR Total				\$479.75	\$320.00
ANTON	Boston Crab Meat		\$165.60		
	Chocolade		\$162.56		
	Chocolate Fudge			\$796.36	
	Ice cream - Strawberry		\$586.50		
	Lager		\$560.00		
	Melba Toast			\$92.00	
	Milk - Chococlade		\$87.75	\$232.50	
	Queso		\$742.50		
	Salt		\$702.00		
	Tofu			\$68.00	
ANTON Total			\$4,771.91	\$1,188.86	
AROUT	Apples		\$1,060.00		
	Bottled Water				\$258.00
	Bread - Rye				\$319.20
	Camembert Cheese				\$510.00
	Chang Tea				\$228.00
	Chocolade	\$137.70			
	Filo Mix		\$210.00		\$56.00
	Gorgonzola Cheese				\$625.00

You could easily change it, if you prefer to see it by product, and THEN by customer:

		Data			
Product	Customer	Sum of Qtr 1	Sum of Qtr 2	Sum of Qtr 3	Sum of Qtr 4
Apples	AROUT		\$1,060.00		
	BONAP			\$1,007.00	
	BSBEV	\$127.20			
	CHOPS				\$1,510.50
	ERNSH				\$6,042.00
	FOLIG			\$795.00	
	FOLKO		\$2,650.00		\$1,484.00
	GOURL				\$1,484.00
	HILAA	\$1,060.00			
	HUNGO		\$159.00		
	LONEP			\$1,060.00	
	QUICK		\$2,162.40		
	RANCH				\$371.00
	RICSU		\$318.00		
SAVEA		\$848.00			
SEVES	\$763.20			\$477.00	
SIMOB				\$1,192.50	
Apples Total		\$1,950.40	\$7,197.40	\$2,862.00	\$12,561.00
Asiago	ALFKI			\$283.50	
	BERGS	\$86.40		\$324.00	
	BLAUS			\$90.00	
	ERNSH				\$2,106.00
	FOLKO				\$288.00
	HUNGO			\$43.20	
	MAGAA				\$30.60
	OTTIK		\$180.00		
	PRINI	\$216.00			
	QUEDE			\$360.00	
TRAIH		\$180.00			
WARTH	\$288.00				
Asiago Cheese Total		\$590.40	\$360.00	\$1,100.70	\$2,424.60
Boston	ANTON		\$165.60		

That is why it is called a PIVOT TABLE!

You can easily “pivot” your fields to analyze your data, as desired.