

To create a Pivot Table:

1. Select the data you want to include.
2. On the Insert Tab, click **Pivot Table**.
3. Choose your options in the Pivot Table dialog box.
4. Click **OK**.

To determine how your data is displayed, drag fields from the Pivot Table Field list into one or more of the following areas:

1. Report Filter
2. Column Labels
3. Row Labels
4. Values

To change the calculation performed on the data in the Values area:

1. Click on the field in the Values area.
2. Click on **Value Field Settings**.
3. Choose the appropriate **Summarize value field by** option.
4. Click **OK**.