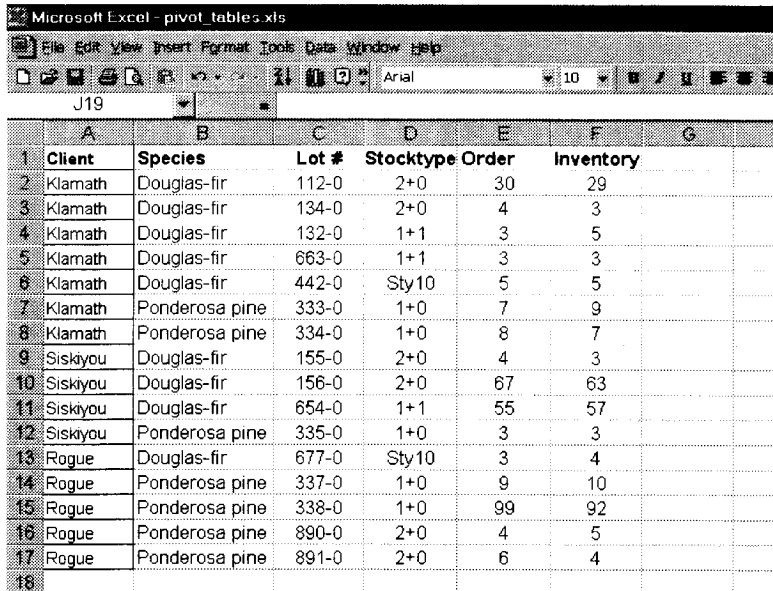


Using the Pivot Table to Summarize Spreadsheet Data

Are you looking for a quick way of summarizing data? Figure 1 shows a typical seedling inventory dataset that is generated at most nurseries. For large nurseries, this dataset can be hundreds of lines long. Summarizing large seedling orders by client, species or stock type could take hours. We recently discovered a tool called Pivot Tables in the Microsoft* Excel Spreadsheet program that will summarize spreadsheet data of any size and complexity in a matter of minutes.

We will demonstrate how the pivot table works on the following nursery inventory spreadsheet (Figure 1):

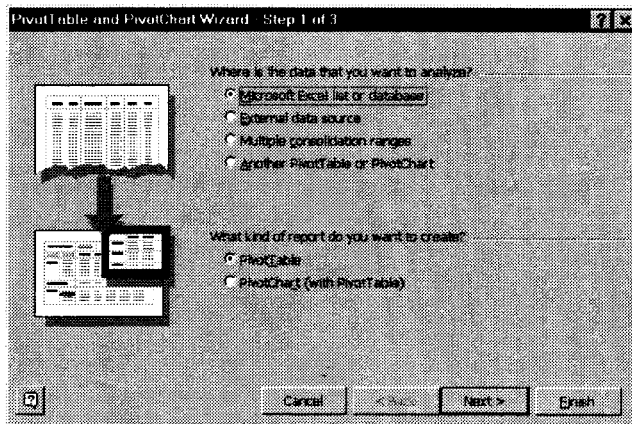
Figure 1



	A	B	C	D	E	F	G
1	Client	Species	Lot #	Stocktype	Order	Inventory	
2	Klamath	Douglas-fir	112-0	2+0	30	29	
3	Klamath	Douglas-fir	134-0	2+0	4	3	
4	Klamath	Douglas-fir	132-0	1+1	3	5	
5	Klamath	Douglas-fir	663-0	1+1	3	3	
6	Klamath	Douglas-fir	442-0	Sty10	5	5	
7	Klamath	Ponderosa pine	333-0	1+0	7	9	
8	Klamath	Ponderosa pine	334-0	1+0	8	7	
9	Siskiyou	Douglas-fir	155-0	2+0	4	3	
10	Siskiyou	Douglas-fir	156-0	2+0	67	63	
11	Siskiyou	Douglas-fir	654-0	1+1	55	57	
12	Siskiyou	Ponderosa pine	335-0	1+0	3	3	
13	Rogue	Douglas-fir	677-0	Sty10	3	4	
14	Rogue	Ponderosa pine	337-0	1+0	9	10	
15	Rogue	Ponderosa pine	338-0	1+0	99	92	
16	Rogue	Ponderosa pine	890-0	2+0	4	5	
17	Rogue	Ponderosa pine	891-0	2+0	6	4	
18							

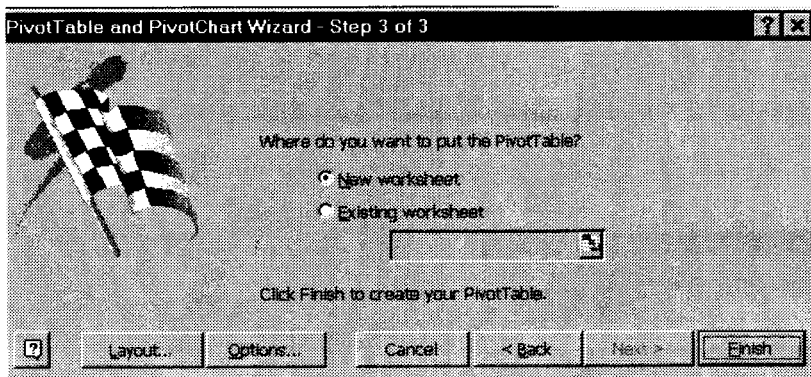
Start by bringing up a blank Excel worksheet and filling in the cells with the data as displayed in Figure]. Then highlight all the columns and rows and click "Data" on the toolbar. Click "PivotTable and PivotChart Report" and the following self-guiding display will appear (Figure 2):

Figure 2



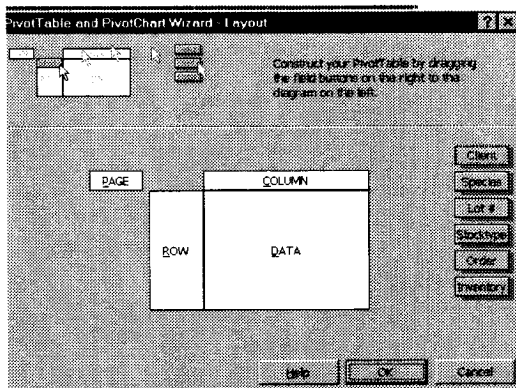
Select "Microsoft Excel list or database" and "PivotTable" and click the "next" button. A wizard box ("Step 2 of 3") will appear. The "Range" field should have automatically been filled in when you highlighted the data. Continue by clicking "next" button. At this point you will see the following box (Figure 3):

Figure 3



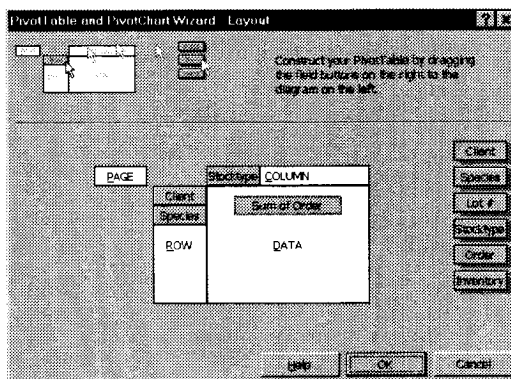
Select "New Worksheet" and click on the "Layout" button to begin building your summary sheet. Initially the blank layout form will look like Figure 4.

Figure 4



There are several ways to summarize this data. For example, let's summarize the inventory by client and species. Click and drag the field buttons titled "client" and "species" to the "ROW" box and the "Stock-type" field button to the "COLUMN" box as shown in Figure 5

Figure 5



Double click on the "Sum of Order" box and a screen will appear that gives you several ways to summarize the tables. Highlight "sum" (if it is not already highlighted) and click "OK". Click "OK" again and "finish". You should now see your data summarized as shown in Figure 6.

Figure 6

The screenshot shows a Microsoft Excel window with a PivotTable. The PivotTable is set to summarize 'Sum of Order' by 'Client' and 'Species'. The data is organized into a table with columns for Client, Species, and various stock types (1+0, 1+1, 2+0, Sty10), plus a Grand Total column. The data is summarized for three clients: Klamath, Rogue, and Siskiyou.

Client	Species	1+0	1+1	2+0	Sty10	Grand Total
Klamath	Douglas-fir	6		34	5	45
	Ponderosa pine	15				15
Klamath Total		15	6	34	5	60
Rogue	Douglas-fir				3	3
	Ponderosa pine	108		10		118
Rogue Total		108		10	3	121
Siskiyou	Douglas-fir		55	71		126
	Ponderosa pine	3				3
Siskiyou Total		3	55	71		129
Grand Total		126	61	115	8	310

As you can see, the pivot table feature is a quick and easy way to summarize spreadsheet information.