

Pivot Table Tutorial

Pivot tables are Microsoft Excel spreadsheets for arranging and summarizing large quantities of data. For example, they can be used to create a table of per capita K-12 education spending in California versus New York in 2002, or tax revenue to local governments over time. This four-step tutorial is meant for the novice user. It shows how to perform basic manipulations of the Expenditures pivot table available through the data depot at PPIC's website.

Step 1

This pivot table shows California's state and local spending by Function 1 and 2, for all years in current dollars.

Census of Governments, 1972 - 2002		Expenditures										
Government Level	State + Local											
Expenditure Type	(All)											
Census Code	(All)											
Normalization	Current \$											
State	CA											
Sum of Amount	Year	1972	1977	1978	1979	1980	1981	1982	1983	1984	1985	
K-12 Education	K-12 Education	5,183,370	8,121,959	9,075,602	8,996,672	9,967,892	11,012,500	11,456,943	11,838,539	12,603,898	14,161,292	
	Other Education	70,534	202,596	246,418	249,442	293,073	320,126	316,280	324,598	338,739	380,046	
	Library	120,354	186,667	209,475	193,276	210,759	242,721	270,508	279,073	312,679	348,460	
K-12 Education Total		5,374,258	8,511,222	9,531,495	9,439,390	10,471,724	11,575,347	12,043,731	12,442,230	13,255,316	14,889,798	
Higher Educ	Higher Educ Auxiliary		154,938	189,658	165,894	239,669	309,402	341,896	341,896	424,521	488,798	
	Higher Educ Other	1,622,239	3,544,088	4,033,501	3,425,179	4,388,425	5,091,490	5,555,082	5,490,099	5,856,488	6,901,241	
	Education Assistance	77,089	145,086	154,697	164,360	173,727	212,449	214,993	230,868	226,578	339,435	
Higher Educ Total		1,699,328	3,844,112	4,377,856	3,755,433	4,801,821	5,613,341	6,111,971	6,062,863	6,507,587	7,729,474	
Social Services	Social Insurance Admin	136,148	146,891	146,453	142,460	166,549	215,190	194,996	225,791	220,919	242,175	
	Welfare Categorical Cash	1,886,658	2,496,062	2,669,812	2,569,837	3,155,362	3,847,045	4,055,757	4,131,464	4,316,894	4,764,726	
	Welfare Other Cash	61,517	69,461	75,653	77,521	77,384	100,310	111,281	144,172	131,320	165,876	
	Other Vendor Payments	26,141	10,619	3,929	1,942	3,618	7,471	8,049	8,983	8,201	9,694	
	Welfare Institutions		25,134	22,819	19,501	23,932	27,430	29,440	30,896	32,256	37,134	
	Other Welfare	567,989	1,024,735	1,242,106	1,393,410	1,515,554	1,690,703	1,862,401	1,825,675	1,923,137	2,112,049	
	Veterans' Services		4,913	6,334	9,493	12,573	9,316	11,231	11,921	12,206	14,029	
Social Services Total		2,678,453	3,777,815	4,167,106	4,214,164	4,954,972	5,897,465	6,273,155	6,378,902	6,644,933	7,345,683	
Health	Health	307,158	694,962	814,362	870,171	998,787	1,172,852	1,303,010	1,488,588	1,510,802	1,746,407	
	Own Hospitals	1,034,117	1,743,117	1,942,368	2,260,513	2,629,975	3,013,747	3,419,367	3,392,871	3,825,623	4,243,363	
	Other Hospitals	5,660	8,853	14,581	10,151	12,407	11,081	8,763	10,557	13,913	14,139	

Step 2

To display data for 2002 only, drag the year field up to just below the state field. Click the downward pointing arrow for the year field, and select 2002.

The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - Expenditures 2 [Read-Only]'. The PivotTable is set to show data for 'CA' (State) and 'Current \$' (Normalization). The year field is currently set to '(All)'. A dropdown menu is open for the year field, showing years from 1994 to 2003, with 2002 selected. The PivotTable data is as follows:

Year	Sum of Amount
1994	
1995	
1996	
1997	0,966
1998	3,334
1999	1,237
2000	5,537
2001	7,545
2002	3,586
2003	2,882
Total	4,013

Category	Sub-category	Amount
Social Services	Welfare Other Cash	7,017,440
	Other Vendor Payments	181,377
	Welfare Institutions	1,533,875
	Other Welfare	91,950,976
	Veterans' Services	419,853
Social Services Total		264,171,067
Health	Health	97,873,776
	Own Hospitals	151,313,799
	Other Hospitals	252,661

Step 4

To show Social Service spending in other states, drag the state field down into the column just below the Sum of Amount field. Select the states of interest.

The screenshot shows the Microsoft Excel interface with a PivotTable titled "Census of Governments, 1972 - 2002". The PivotTable is currently set to "Sum of Amount" by "State". A "State" selection dialog box is open, showing a list of states with checkboxes. The "State" field is currently set to "Total". The PivotTable data shows values for states ID, IL, IN, KKS, KY, and LA.

State	Sum of Amount
ID	300,454
IL	4,566,268
IN	1,783,284
KKS	629,952
KY	1,077,935
LA	744,287