

# 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	
<b>K-12 Education Total</b>		<b>5,374,258</b>	<b>8,511,222</b>	<b>9,531,495</b>	<b>9,439,390</b>	<b>10,471,724</b>	<b>11,575,347</b>	<b>12,043,731</b>	<b>12,442,230</b>	<b>13,255,316</b>	<b>14,889,798</b>	
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	
<b>Higher Educ Total</b>		<b>1,699,328</b>	<b>3,844,112</b>	<b>4,377,856</b>	<b>3,755,433</b>	<b>4,801,821</b>	<b>5,613,341</b>	<b>6,111,971</b>	<b>6,062,863</b>	<b>6,507,587</b>	<b>7,729,474</b>	
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	
<b>Social Services Total</b>		<b>2,678,453</b>	<b>3,777,815</b>	<b>4,167,106</b>	<b>4,214,164</b>	<b>4,954,972</b>	<b>5,897,465</b>	<b>6,273,155</b>	<b>6,378,902</b>	<b>6,644,933</b>	<b>7,345,683</b>	
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 the Microsoft Excel interface with a PivotTable titled "Census of Governments, 1972 - 2002". The PivotTable is set to show data for California (CA) and is currently displaying data for the year 2002. A dropdown menu for the "Year" field is open, showing the years 1994 through 2003, with 2002 selected. The PivotTable data includes categories like K-12 Education, Higher Educ, Social Services, and Health, with their respective values for 2002.

Category	2002 Value
K-12 Education	10,966
K-12 Education Total	15,537
Higher Educ	7,545
Higher Educ Total	2,882
Social Services	3,229
Social Services Total	7,017,440
Welfare Other Cash	181,377
Other Vendor Payments	1,533,875
Welfare Institutions	91,950,976
Other Welfare	419,853
Veterans' Services	264,171,067
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 task pane on the left shows the PivotTable options, and a state selection dialog box is open, allowing the user to select specific states (AK, AL, AR, AZ, CA, CO, CT, DC, DE, FL, GA) to filter the data.

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