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.
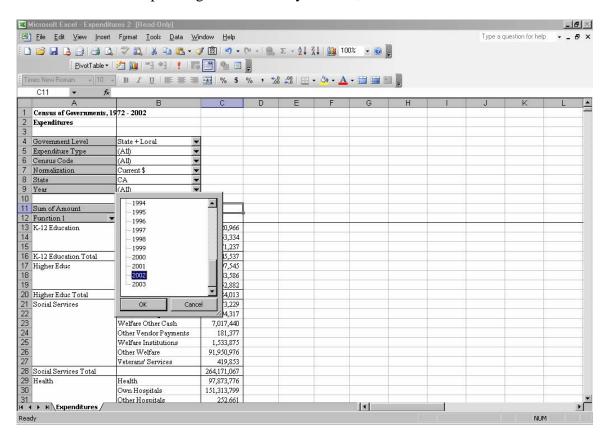
Step 1

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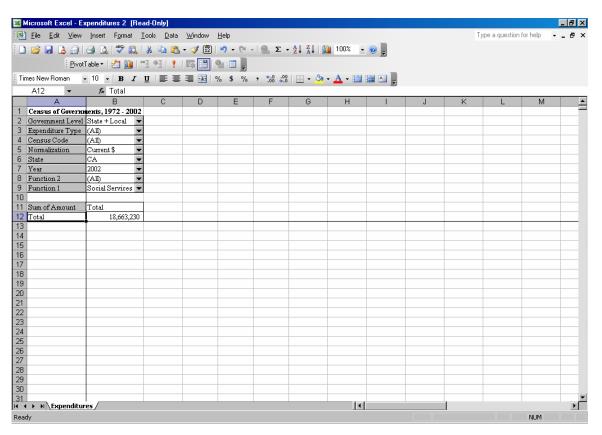
Step 2

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.

Step 3

To display California's Social Services spending in 2002, drag the Function 1 and Function 2 fields up to just below the year field. Then click the downward pointing arrow of the Function 1 field, and select Social Services.

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.