

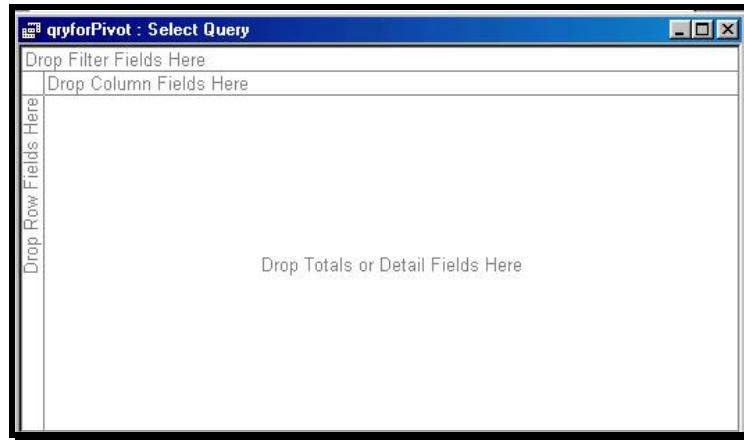
Pivot Tables

The major addition to Access 2003 is the inclusion of **Pivot tables and Pivot charts**.

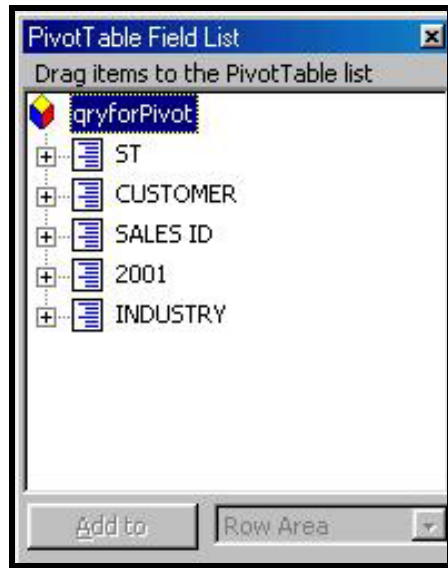
A Pivot table allows the user to evaluate data from a table or a query. Instead of the field names that appear as columns in queries, a pivot table has fields in both columns and rows. A summary area appears between the column and row headings (field names). Pivots can summarize numeric data as a **Sum**, an **Average**, **Max** (maximum value) or **Min** (minimum value). This feature has been included with Microsoft Excel for several versions.

In this exercise you will create a query in the **Customer** database for a **Pivot Table View**.

1. Open the **Customer** database.
2. Click on the **Query** objects.
3. Create a new query with the option: **Create query in Design view**.
4. Add the **Customer** table.
5. Select the following fields
 - **ST**
 - **CUSTOMER**
 - **SALES ID**
 - **2001**
 - **INDUSTRY**
6. Sort by **Industry**.
7. Save the query as **qryForPivot**.
8. Run the query.
9. From the **View** menu, select **PivotTableView**.
10. A blank screen with **Drop field here** instructions will appear.



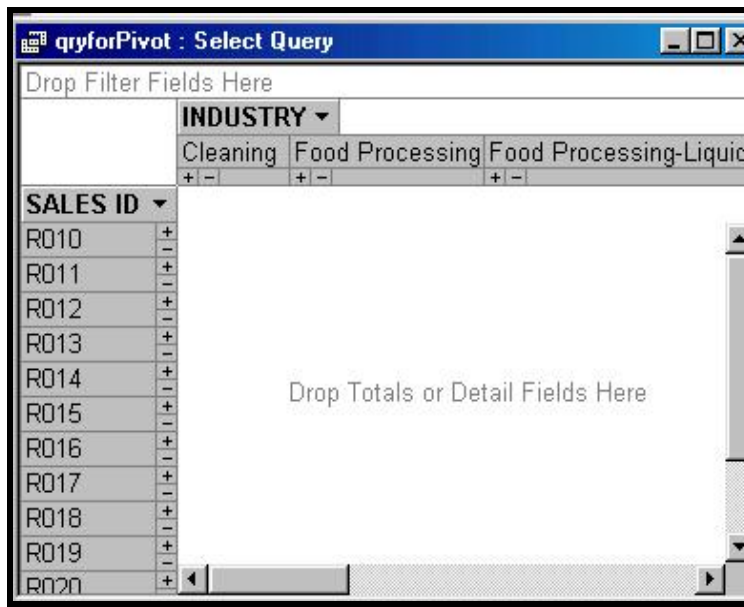
11. Display the **Field list**, if it is not already displayed. Use the **View** then **Field List** command.



12. Drag the **Industry** field to the area with the description: **Drop Columns Fields Here**.



13. Drag the **Sales Id** field to the **Drop Row Fields Here**.

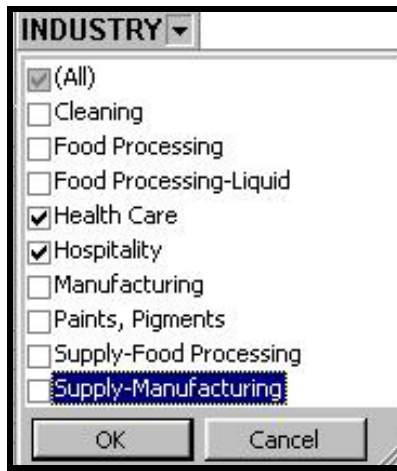


14. Drag the **2001** field into the **Drop Totals or Detail Fields Here** workspace.
Totals will appear for each year for each Industry.

The screenshot shows a pivot table window titled 'qryforPivot : Select Query'. The table has columns for 'INDUSTRY' (Cleaning, Food Processing) and 'SALES ID' (2001). The data is as follows:

	INDUSTRY	SALES ID	Value
R010	Cleaning	2001	\$89,130.00
	Cleaning	2001	\$91,385.00
R011	Food Processing	2001	\$88,500.00
	Food Processing	2001	\$88,525.00
R012	Food Processing	2001	\$97,050.00
	Food Processing	2001	\$95,785.00
R013	Food Processing	2001	\$88,965.00
	Food Processing	2001	\$88,580.00

15. Click on the list arrow for **Industry**.
16. Click on the **(All)** option. This will remove the checkmarks for all of the industry options.
17. Click on the check boxes for only **Health Care** and **Hospitality** (or Catering Services).



18. Click **[OK]**.
Notice that only the two industries now appear in the table.

The screenshot shows a PivotTable window titled "qryforPivot : Select Query". The table has a header row for "INDUSTRY" with sub-headers "Health Care", "Hospitality", and "Grand Total". Below this is a row for "SALES ID" with sub-headers "2001", "2001", and "No Totals". The data rows show sales figures for salespersons R010, R011, R012, and R013. The "Grand Total" column is currently empty.

	INDUSTRY		
	Health Care	Hospitality	Grand Total
	+ -	+ -	+ -
SALES ID	2001	2001	No Totals
R010	\$92,375.00	\$89,625.00	
	\$92,210.00	\$91,330.00	
	\$91,715.00	\$90,271.00	
	\$86,270.00	\$90,373.00	
	\$97,325.00		
R011	\$92,320.00		
R012	\$92,485.00	\$90,169.00	
		\$90,203.00	
		\$97,820.00	
		\$89,829.00	
R013			

19. Right-click in the totals workspace (on any number cell) to open the context menu.

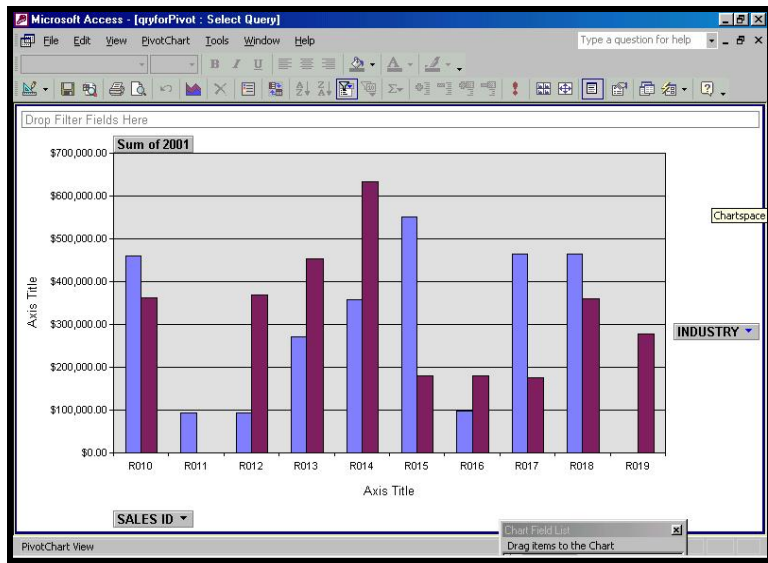
The screenshot shows the same PivotTable as above, but with a context menu open over the "Grand Total" column. The menu options include Copy, Sort, Clear Custom Ordering, AutoFilter, Show Top/Bottom Items, Filter By Selection, AutoCalc, and Subtotal. The "AutoCalc" option is highlighted, and its sub-menu is visible, showing "Sum" and "Count".

	INDUSTRY		
	Health Care	Hospitality	Grand Total
	+ -	+ -	+ -
SALES ID	20		tals
R010	\$9		
	\$9		
	\$9		
	\$8		
	\$9		
R011	\$9		Sum
R012	\$9		Count

20. Select **AutoCalc** and then **Sum**.
The Totals for each Salesperson by Industry are displayed as a Sum for 2001.

qryforPivot : Select Query				
Drop Filter Fields Here				
		INDUSTRY		
		Health Care	Hospitality	Grand Total
		+ -	+ -	+ -
SALES ID		2001	2001	Sum of 2001
R010	+	\$92,375.00	\$89,625.00	\$821,494.00
	-	\$92,210.00	\$91,330.00	
		\$91,715.00	\$90,271.00	
		\$86,270.00	\$90,373.00	
		\$97,325.00		
		\$459,895.00	\$361,599.00	
R011	+	\$92,320.00		\$92,320.00
	-	\$92,320.00		
R012	+	\$92,485.00	\$90,169.00	\$460,506.00
	-		\$90,203.00	
			\$97,820.00	
			\$89,829.00	
		\$92,485.00	\$368,021.00	
R013	+	\$86,050.00	\$89,931.00	\$724,302.00

21. In the menu, click on **View** and select **PivotChart View**.



22. Save the Chart layout.
23. Switch back to Pivot Table View and save that layout.
24. Return to datasheet view.
25. Save and close the **Customer** database.