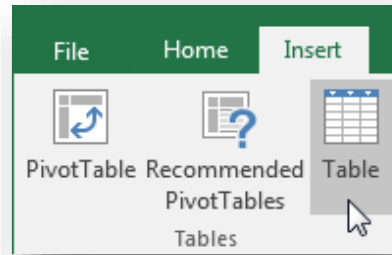


# Creating Pivot Tables in Excel

get the data file at: <http://dsc.gmu.edu/files/titanic.csv>

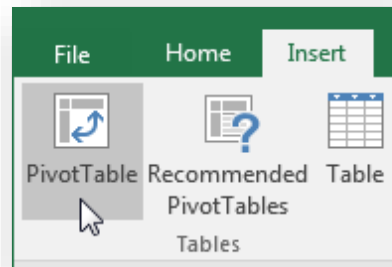
## A. Create a Table

1. Click somewhere inside your data then press **Shift + Ctrl + Space** to select all data rows and columns.
2. Click "Table" on the Insert Tab OR Choose Filter under Sort and Filter on Home Tab
3. Use the drop-down arrows in the first row to sort and filter



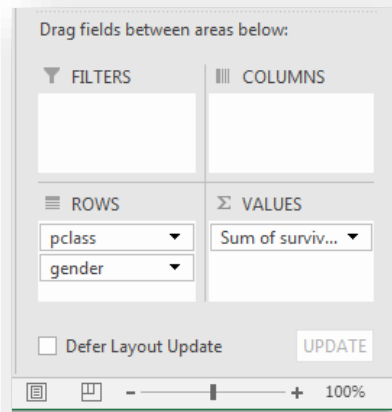
## B. Create a Pivot Table

1. While inside your Table, on the Inert tab, choose Pivot Table
2. Review the defaults then click OK
3. Find the Pivot table and click in it, if needed, to activate the sidebar



## C. Add Variables

1. Find the list of variables at the top of the sidebar.
2. Drag **class** to the ROWS box  
Drag **gender** to the ROWS box  
Drag **survived** to the VALUES box

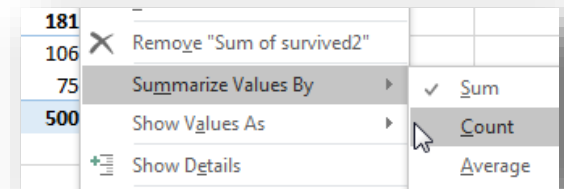


## D. Show Summary Statistics

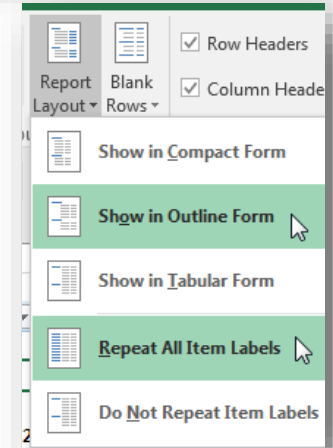
1. Drag **survived** to the Values box 2 more times (3 total)

In the Pivot table itself...

2. Right click a cell in the *second* column, find Summarize Data By, and choose "Count"



3. Right click a cell in the *third* column, find Summarize Data By, and choose "Average"



## E. Clean Up

1. On the Pivot Table Design Tab, click Report Layout and choose: Show in Outline Form
2. Click Report Layout *again* and choose: Repeat all item labels
3. Right click a cell in the "Average of survived" column and choose Number Format. Change to Percentage with 0 decimal points.
4. Click on any Label and start typing to re-Label as seen in the image.

	pclass	gender	# Survived	# Passengers	% Survived
4	1st Class		200	323	62%
5	1st Class	female	139	144	97%
6	1st Class	male	61	179	34%
7	2nd		119	277	43%
8		2 female	94	106	89%