**Video Project 22: Excel 2013 Basics 04**

**Introduction Project 04**

**PivotTables Are Easy! SUMIFS or PivotTable for Regional Report?**

**Goal in video:** Learn how easy it is to create a summary report for adding with one condition with a PivotTable.

Topics Covered in Video:

1. If you are making a calculation, not on all the items, but just some of the items, consider using a PivotTable
2. Using SUMIFS requires that you type out each criteria and create a formula with Relative and Absolute Cell References.
3. The trick to creating a PivotTable is to visualize the final report first, then make your PivotTable.
4. How to create PivotTable:
   1. Visualize the PivotTable 1st, see the row headers, and see the values.
   2. Must have proper data set: 1) Field Names in first rows, 2) empty cells or row/column headers all around data set.
   3. Click in one cell in Proper Data Set
   4. Insert Ribbon Tab, Tables group, PivotTable button, make sure location has not data below it.
   5. From Field List, drag field name to Row Header
   6. From Field List drag number field to values area
5. Advantage of PivotTable: quick and easy to make.
   1. If source data changes, right-click PivotTable and point to Refresh.
6. Advantage of SUMIFS: if source data changes, formulas update instantly.
7. New Keyboard Shortcut:
   1. None.