



Introduction

In this self help document, you will learn how to display Pivot Table data in chart form.

Process Summary

Introduction

Creating a Pivot Chart

Creating a Pivot Chart

Once a Pivot Table has been created, you can take that existing data and turn it into a Pivot Chart. The data on the Pivot Chart is linked to the data on the Pivot Table. When there is a change made to the data in the Pivot Table, the Pivot Chart will update automatically.

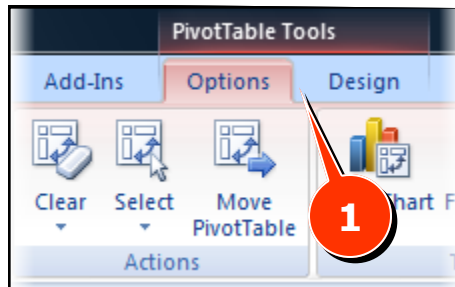
1. Create the Pivot Table as you normally would. (Refer to the self-help document "Creating a Pivot Table from Scratch").
2. Position your **Active Cell Marker** on a cell inside the existing Pivot Table (Fig 1, 1).

Figure 1

	A	B	C	D	E	F	G
1	Drop Page Fields Here						
2							
3	Sum of Salary	Perf Rating					
4	Position	1	2	3	4	5	Grand Total
5	Accountant			47950			47950
6	Administrator					38750	38750
7	Asst Manager		55675				55675
8	CFO				96825		96825
9	Counselor		21960		22000	19500	63460
10	Custodian				36300		36300
11	Director				55000		55000
12	Engineer	49220					49220
13	Front Desk					40440	40440
14	GM				95000		95000
15	Groundskeeper		19200	22700	19355	23000	84255
16	Housekeeper			32940			32940
17	Kitchen Assistant				16650	18950	35600
18	Maintenance			19000			19000
19	Marketing				67550		67550
20	Mktg Manager						85000
21	Payroll						67090
22	President					157000	157000
23	Snr. Counselor			28950			28950
24	Supervisor			49750			49750
25	Trainer				35000		35000
26	VP				89000		89000
27	Grand Total	49220	96835	353380	532680	297640	1329755
28							

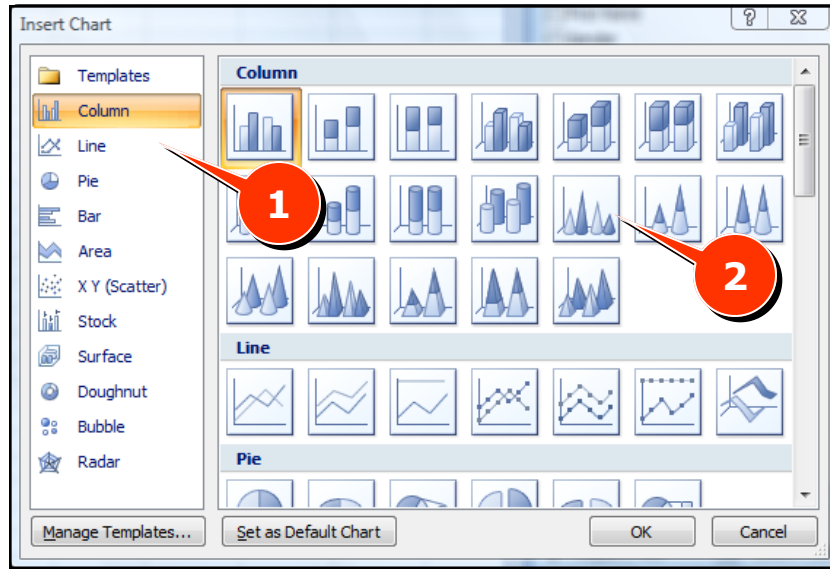
Figure 2

3. Select the **Options** tab (Fig2, 1) on the **Pivot Table Tools** contextual menu.



- Choose **PivotChart** from the Tools subgroup. An **Insert Chart** dialog box will appear (Fig 3).

Figure 3



- Choose a Chart Type from the left pane (Fig 3, 1) and then select a sub-chart type from the right pane (Fig 3, 2).
- Click **OK**. The newly created Pivot Chart will be embedded into the worksheet (Fig 4).



To learn more about modifying Excel Charts, please review the Excel Charts self-help documents found on the Towson University website.

Figure 4

