Creating Pivot Tables in Excel

get the data file at: http://dataservices.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 Insert 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 pclass to the Row Labels box
   Drag gender to the Row Labels 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 find Number Format. Change to Percentage with 0 decimal points.
4. Click on any Label and start typing to re-Label