

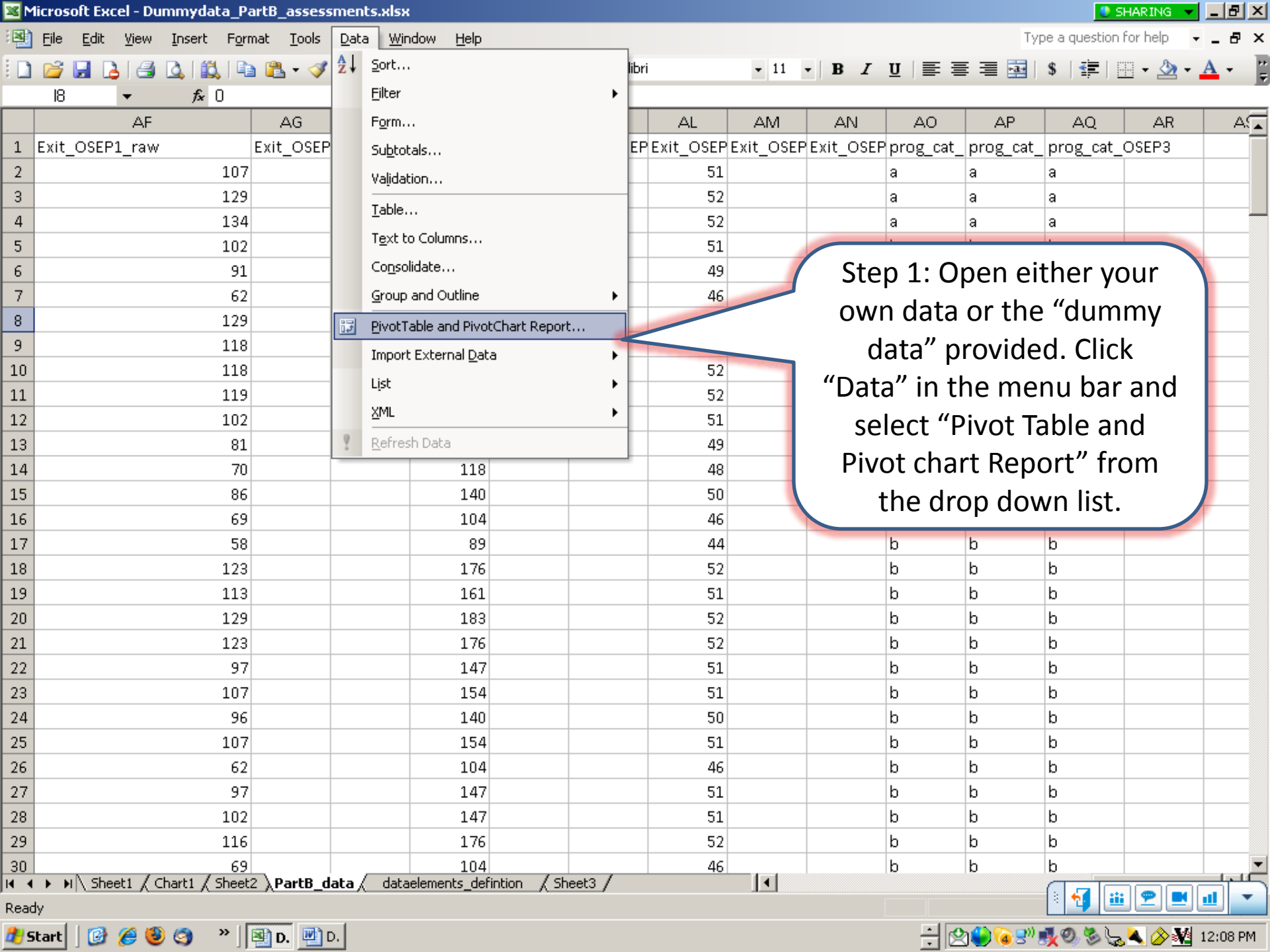
Data Analysis for Program Improvement

2009 OSEP National Early Childhood
Conference, Arlington, VA.

Pivot table exercise: ***MS Excel 2003***

Prepared by Cornelia Taylor and
Kathy Hebbeler

ECO and SRI International



Step 1: Open either your own data or the “dummy data” provided. Click “Data” in the menu bar and select “Pivot Table and Pivot chart Report” from the drop down list.

	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS
1	Exit_OSEP1_raw	Exit_OSEP	Exit_OSEP	Exit_OSEP	Exit_OSEP	Exit_OSEP	Exit_OSEP	Exit_OSEP	Exit_OSEP	prog_cat_	prog_cat_	prog_cat_	OSEP3	
2	107			154			51			a	a	a		
3	129			183			52			a	a	a		
4	134			190			52			a	a	a		
5	102			154			51							
6	91													
7	62													
8	129													
9	118													
10	118													
11	119													
12	102													
13	81													
14	70													
15	86													
16	69													
17	58													
18	123									b	b	b		
19	113									b	b	b		
20	129									b	b	b		
21	123									b	b	b		
22	97			147			51			b	b	b		
23	107			154			51			b	b	b		
24	96			140			50			b	b	b		
25	107			154			51			b	b	b		
26	62			104			46			b	b	b		
27	97			147			51			b	b	b		
28	102			147			51			b	b	b		
29	116			176			52			b	b	b		
30	69			104			46			b	b	b		

PivotTable and PivotChart Wizard - Step 1 of 3

Where is the data that you want to analyze?

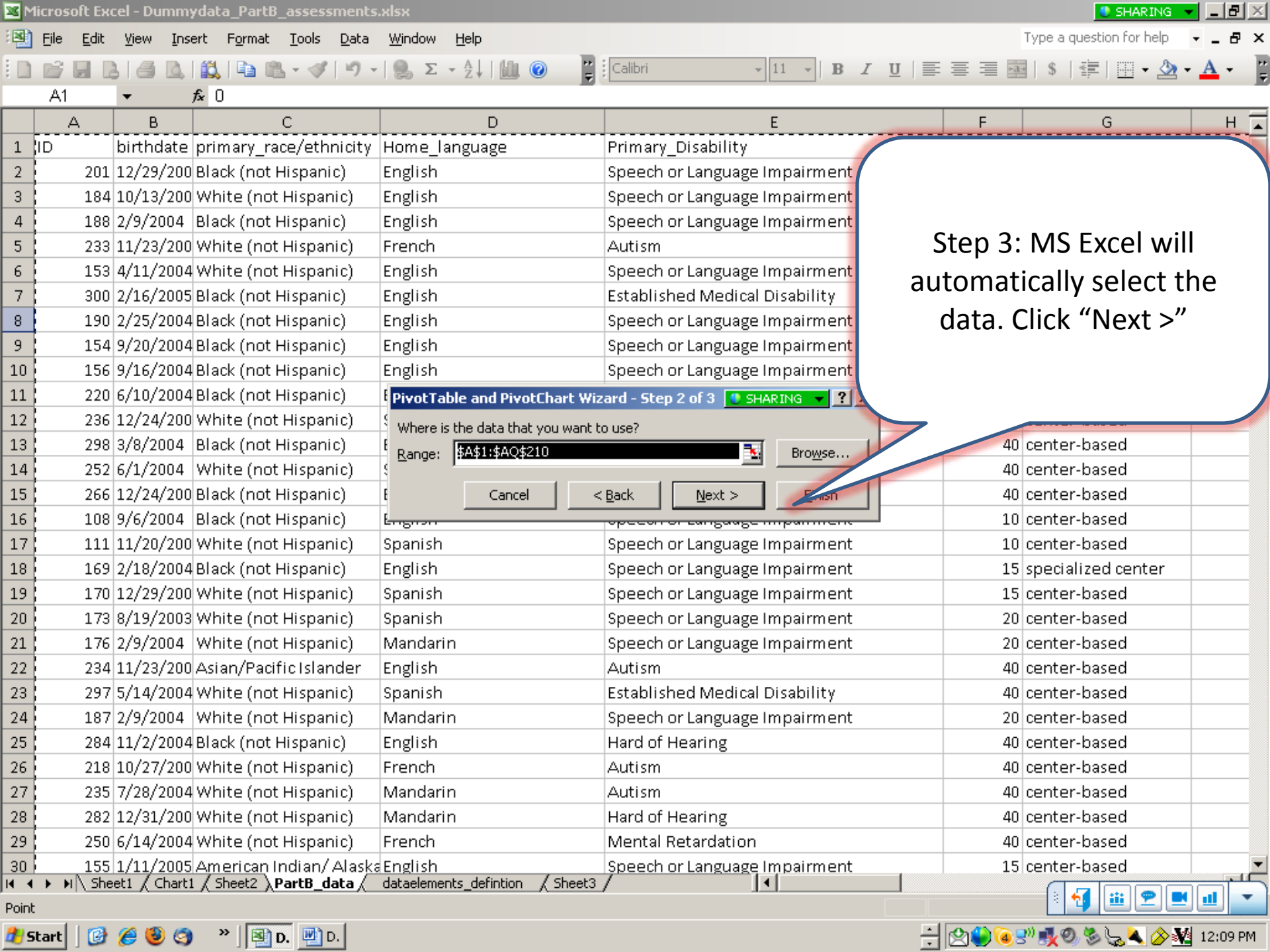
- Microsoft Office Excel list or database
- External data source
- Multiple consolidation ranges
- Another PivotTable report or PivotChart report

What kind of report do you want to create?

- PivotTable
- PivotChart report (with PivotTable report)

Buttons: Cancel, < Back, Next >, Finish

Step 2: In the dialogue box that comes up click "Next >"



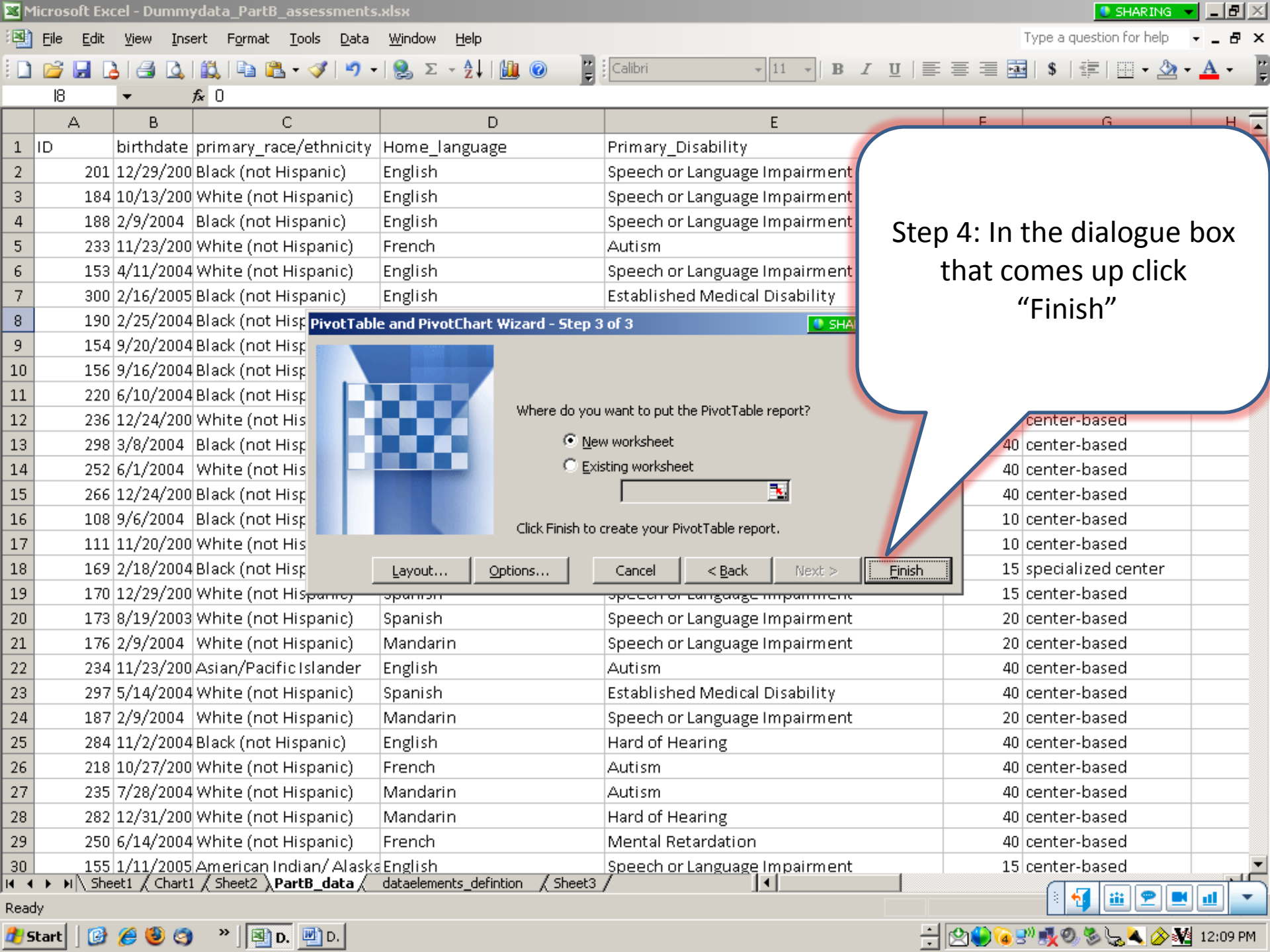
Step 3: MS Excel will automatically select the data. Click "Next >"

PivotTable and PivotChart Wizard - Step 2 of 3 SHARING ?

Where is the data that you want to use?

Range: Browse...

Cancel < Back Next > Finish



Step 4: In the dialogue box that comes up click "Finish"

PivotTable and PivotChart Wizard - Step 3 of 3

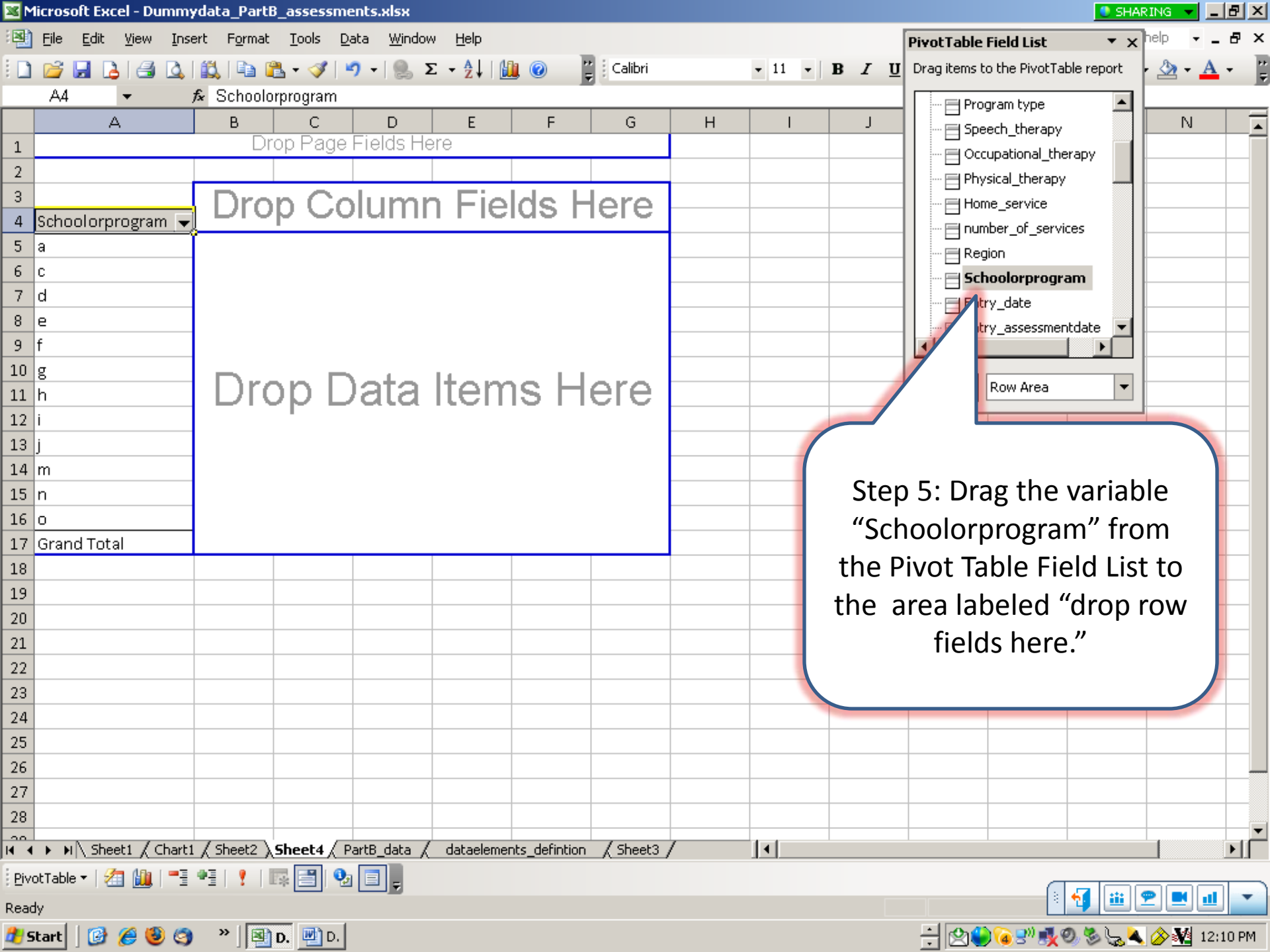
Where do you want to put the PivotTable report?

New worksheet

Existing worksheet

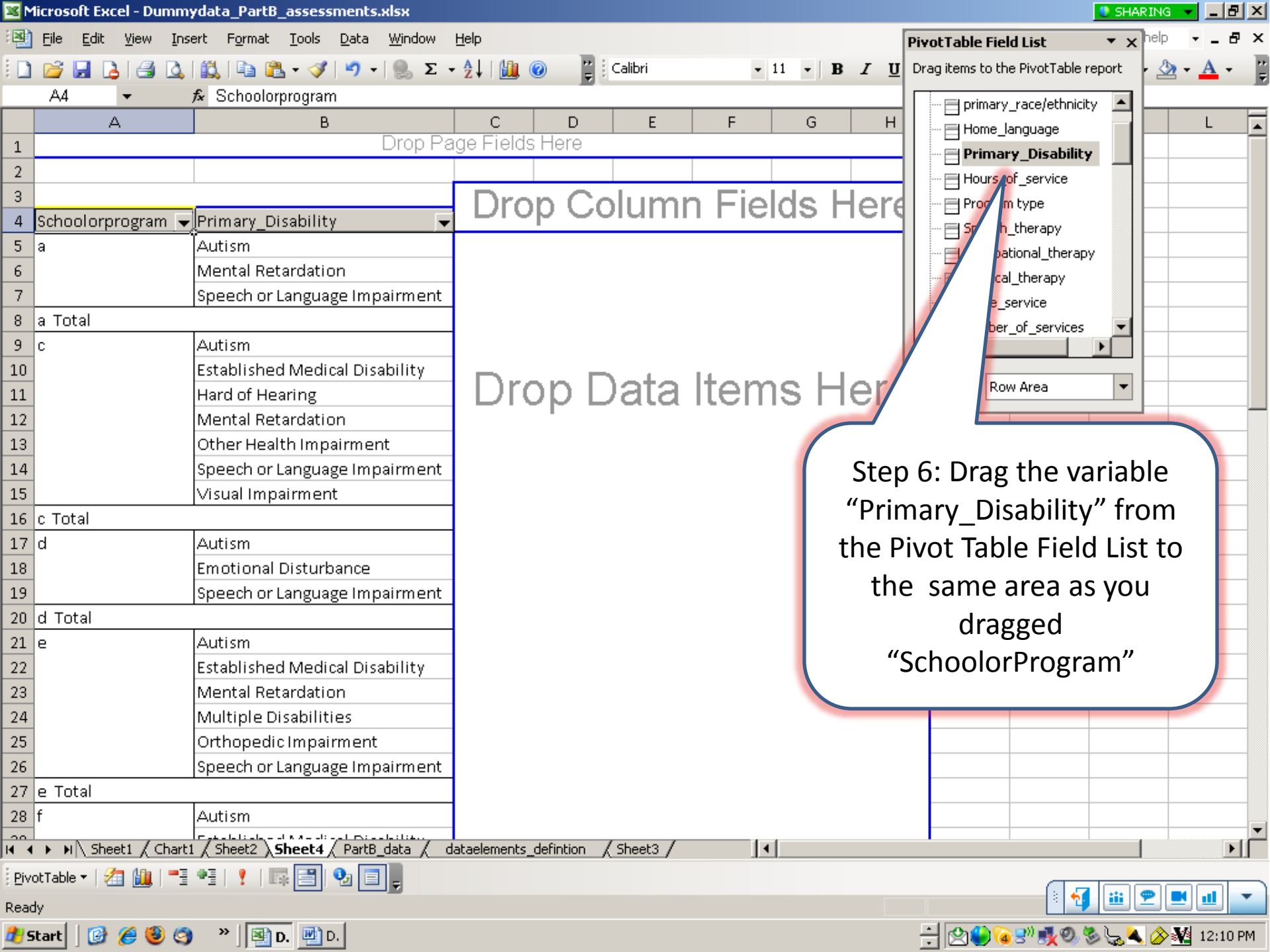
Click Finish to create your PivotTable report.

Layout... Options... Cancel < Back Next > **Finish**



	A	B	C	D	E	F	G	H	I	J	
1	Drop Page Fields Here										
2											
3	Drop Column Fields Here										
4	Schoolorprogram										
5	a										
6	c										
7	d										
8	e										
9	f										
10	g										
11	h										
12	i										
13	j										
14	m										
15	n										
16	o										
17	Grand Total										

Step 5: Drag the variable "Schoolorprogram" from the Pivot Table Field List to the area labeled "drop row fields here."



	A	B	C	D	E	F	G	H
1	Drop Page Fields Here							
2								
3			Drop Column Fields Here					
4	Schoolorprogram	Primary_Disability						
5	a	Autism						
6		Mental Retardation						
7		Speech or Language Impairment						
8	a Total							
9	c	Autism						
10		Established Medical Disability						
11		Hard of Hearing						
12		Mental Retardation						
13		Other Health Impairment						
14		Speech or Language Impairment						
15		Visual Impairment						
16	c Total							
17	d	Autism						
18		Emotional Disturbance						
19		Speech or Language Impairment						
20	d Total							
21	e	Autism						
22		Established Medical Disability						
23		Mental Retardation						
24		Multiple Disabilities						
25		Orthopedic Impairment						
26		Speech or Language Impairment						
27	e Total							
28	f	Autism						
29		Established Medical Disability						

PivotTable Field List

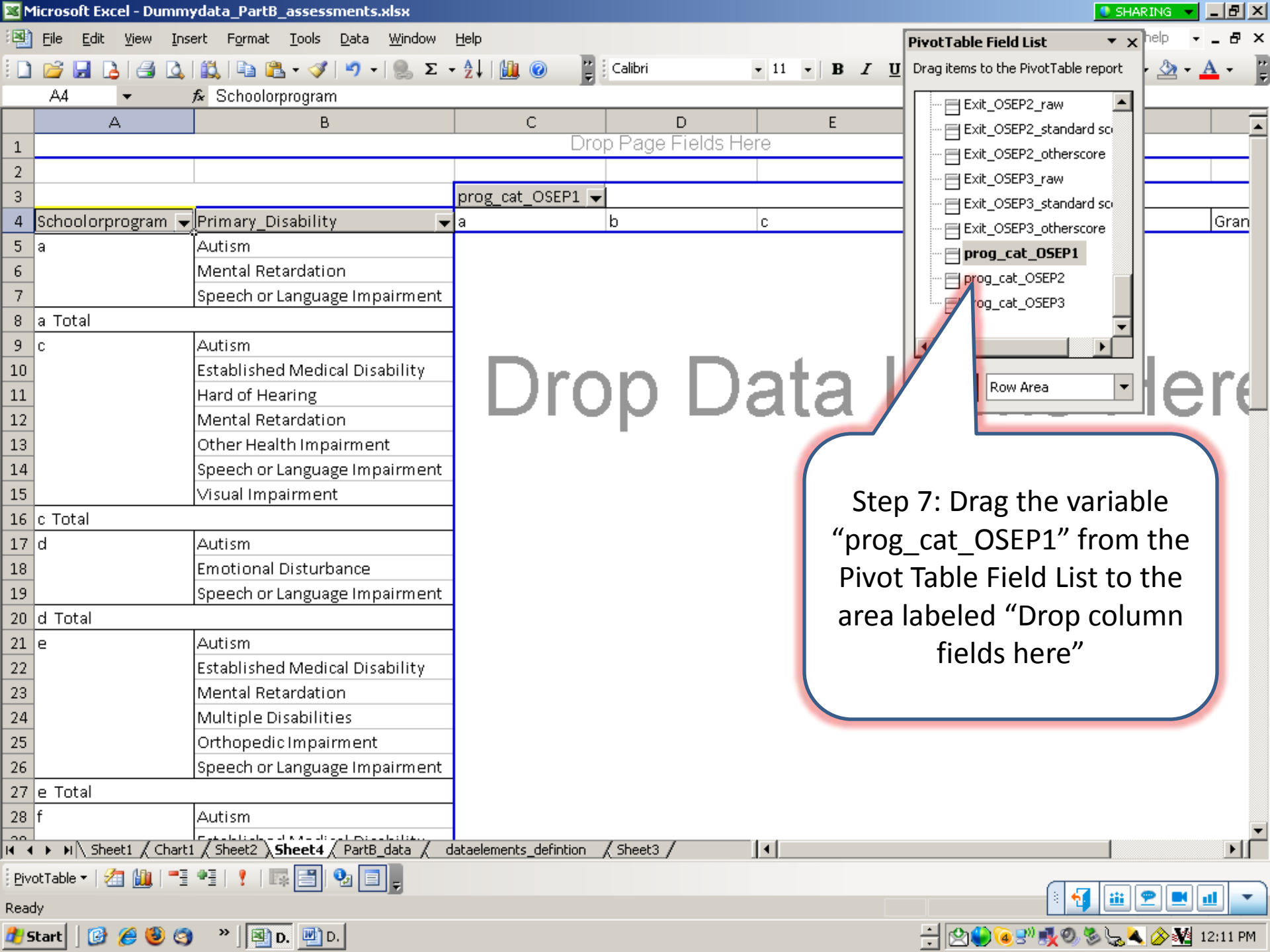
Drag items to the PivotTable report

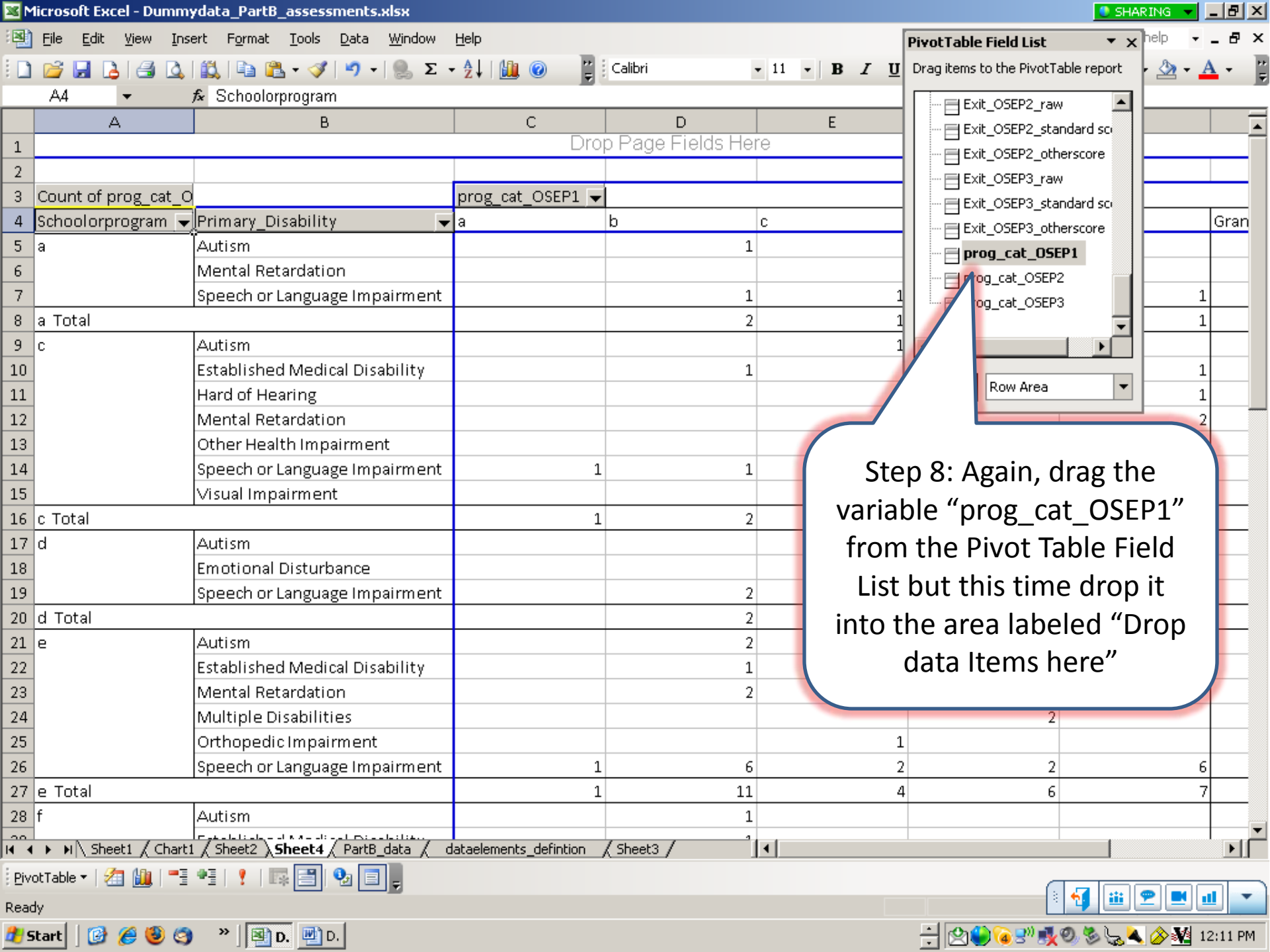
- primary_race/ethnicity
- Home_language
- Primary_Disability**
- Hours_of_service
- Program_type
- Speech_therapy
- Occupational_therapy
- Physical_therapy
- Number_of_services

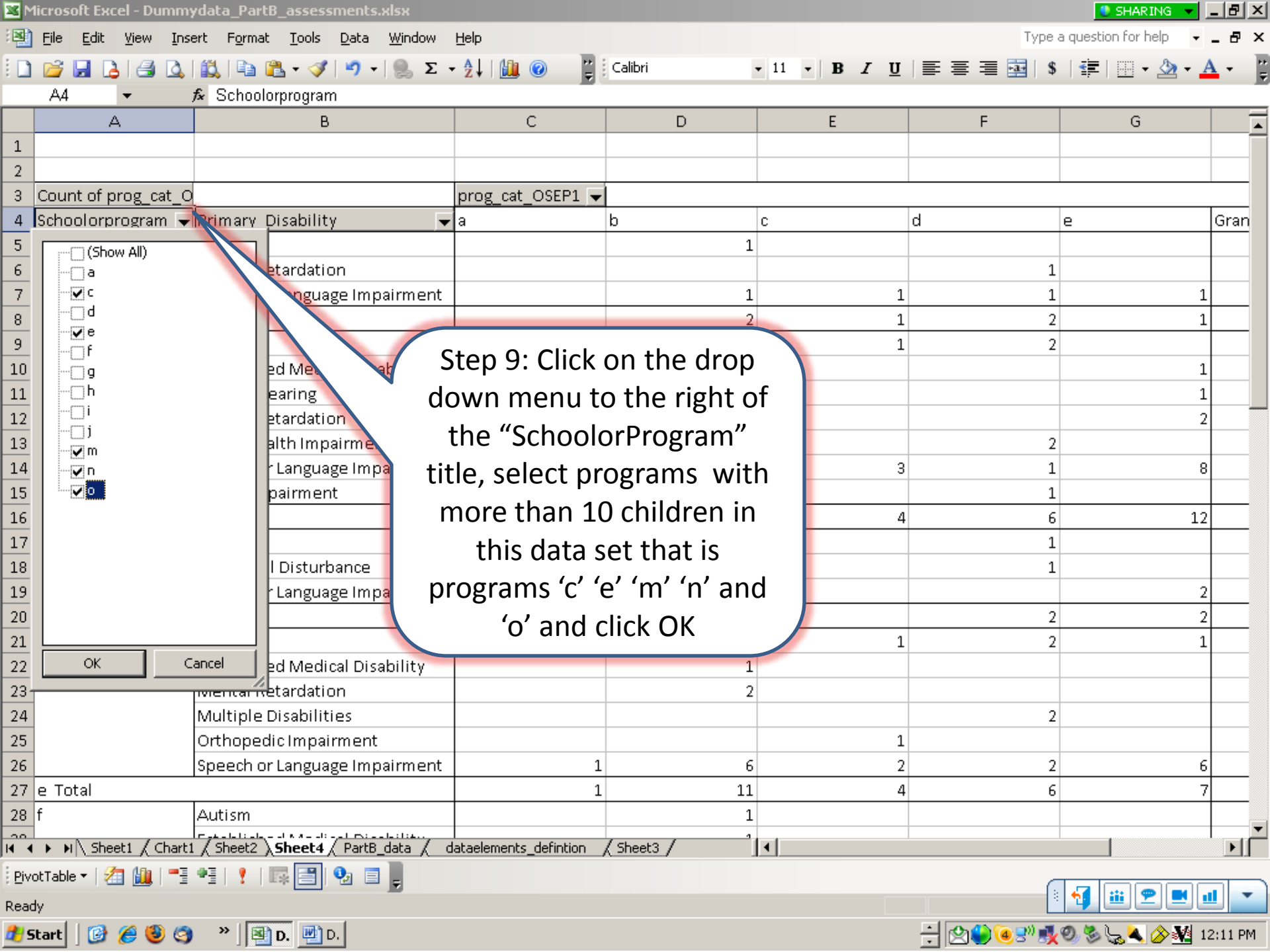
Row Area

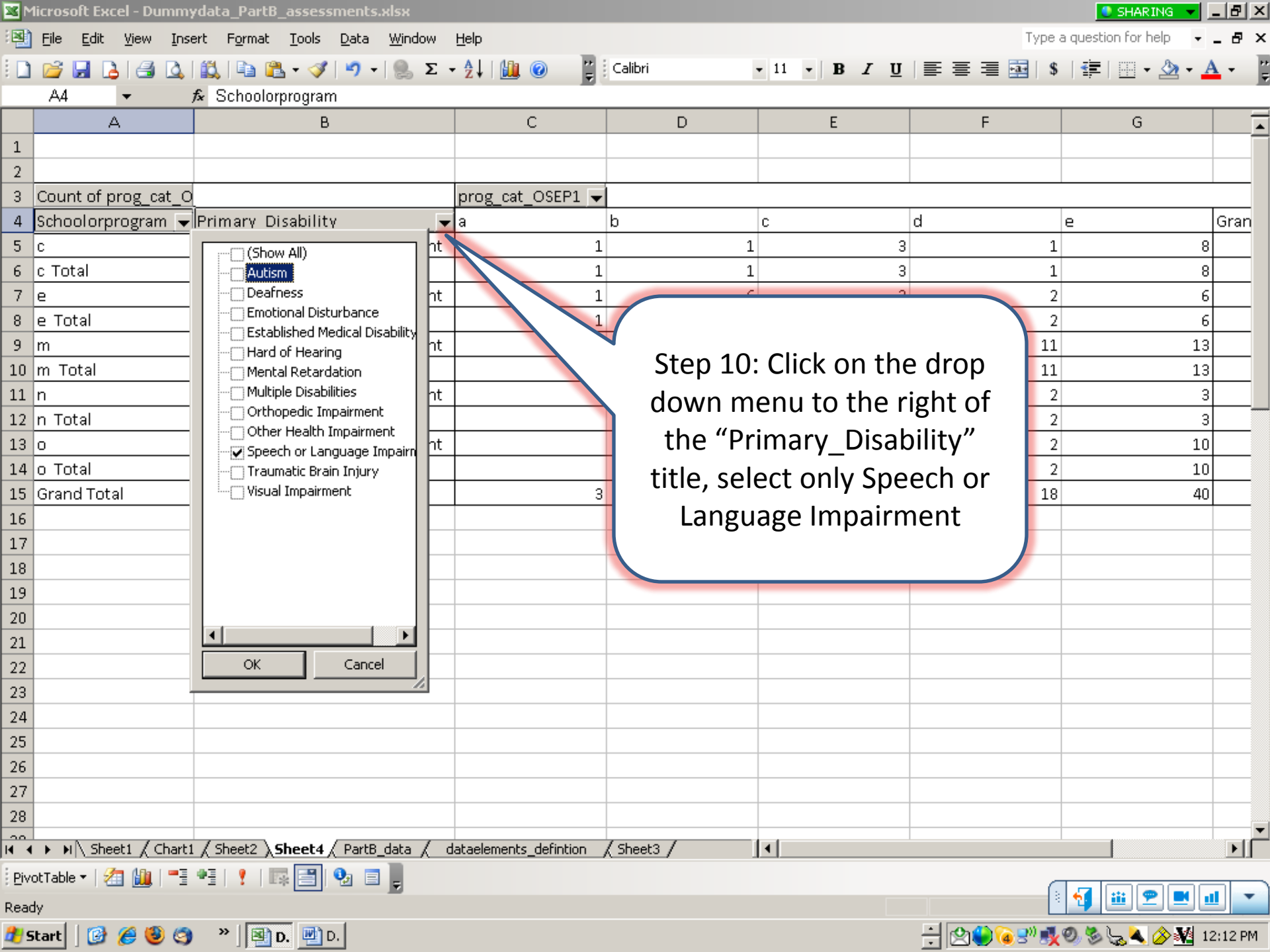
Drop Data Items Here

Step 6: Drag the variable "Primary_Disability" from the Pivot Table Field List to the same area as you dragged "SchoolorProgram"





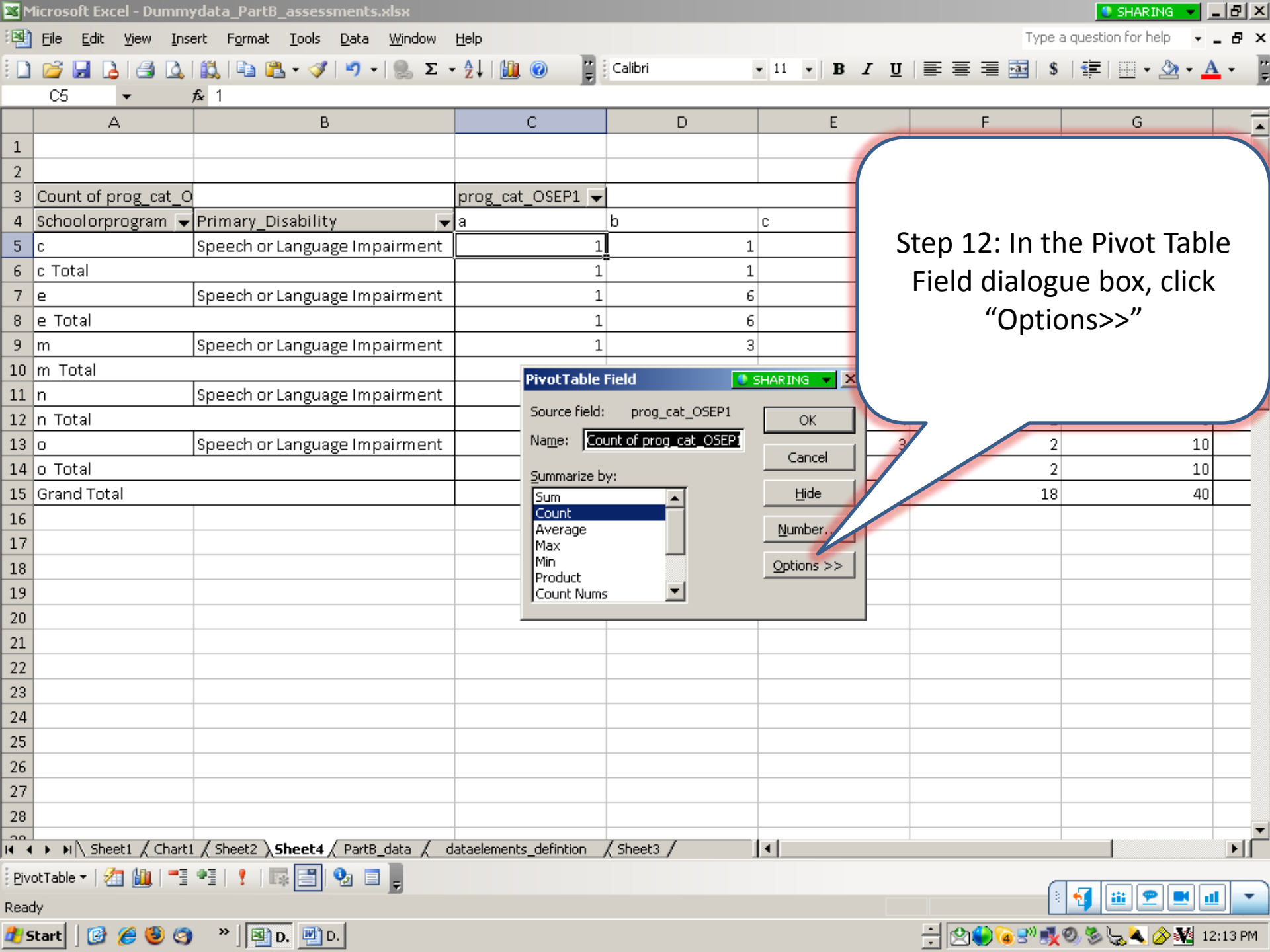




	A	B	C	D	E	F	G	
1								
2								
3	Count of prog_cat_O		prog_cat_OSEP1					
4	Schoolorprogram	Primary_Disability	a	b	c	d	e	Gran
5	c	Speech or Language Impairment	1	1		3	1	8
6	c Total					3	1	8
7	e	Speech or Language Impairment				2	2	6
8	e Total					2	2	6
9	m	Speech or Language Impairment				3	11	13
10	m Total					3	11	13
11	n	Speech or Language Impairment				4	2	3
12	n Total					4	2	3
13	o	Speech or Language Impairment				3	2	10
14	o Total					3	2	10
15	Grand Total					15	18	40

- Format Cells...
- PivotChart
- PivotTable Wizard
- Refresh Data
- Hide
- Select
- Group and Show Detail
- Order
- Field Settings...**
- Table Options...
- Hide PivotTable Toolbar
- Show Field List

Step 11: Right click in a data cell. From the drop down menu that comes up select "Field Settings"



	A	B	C	D	E	F	G
1							
2							
3	Count of prog_cat_O		prog_cat_OSEP1				
4	School or program	Primary Disability	a	b	c		
5	c	Speech or Language Impairment	1		1		
6	c Total		1		1		
7	e	Speech or Language Impairment	1		6		
8	e Total		1		6		
9	m	Speech or Language Impairment	1		3		
10	m Total						
11	n	Speech or Language Impairment					
12	n Total						
13	o	Speech or Language Impairment				2	10
14	o Total					2	10
15	Grand Total					18	40

PivotTable Field SHARING

Source field: prog_cat_OSEP1

Name: Count of prog_cat_OSEP1

Summarize by:

- Sum
- Count
- Average
- Max
- Min
- Product
- Count Nums

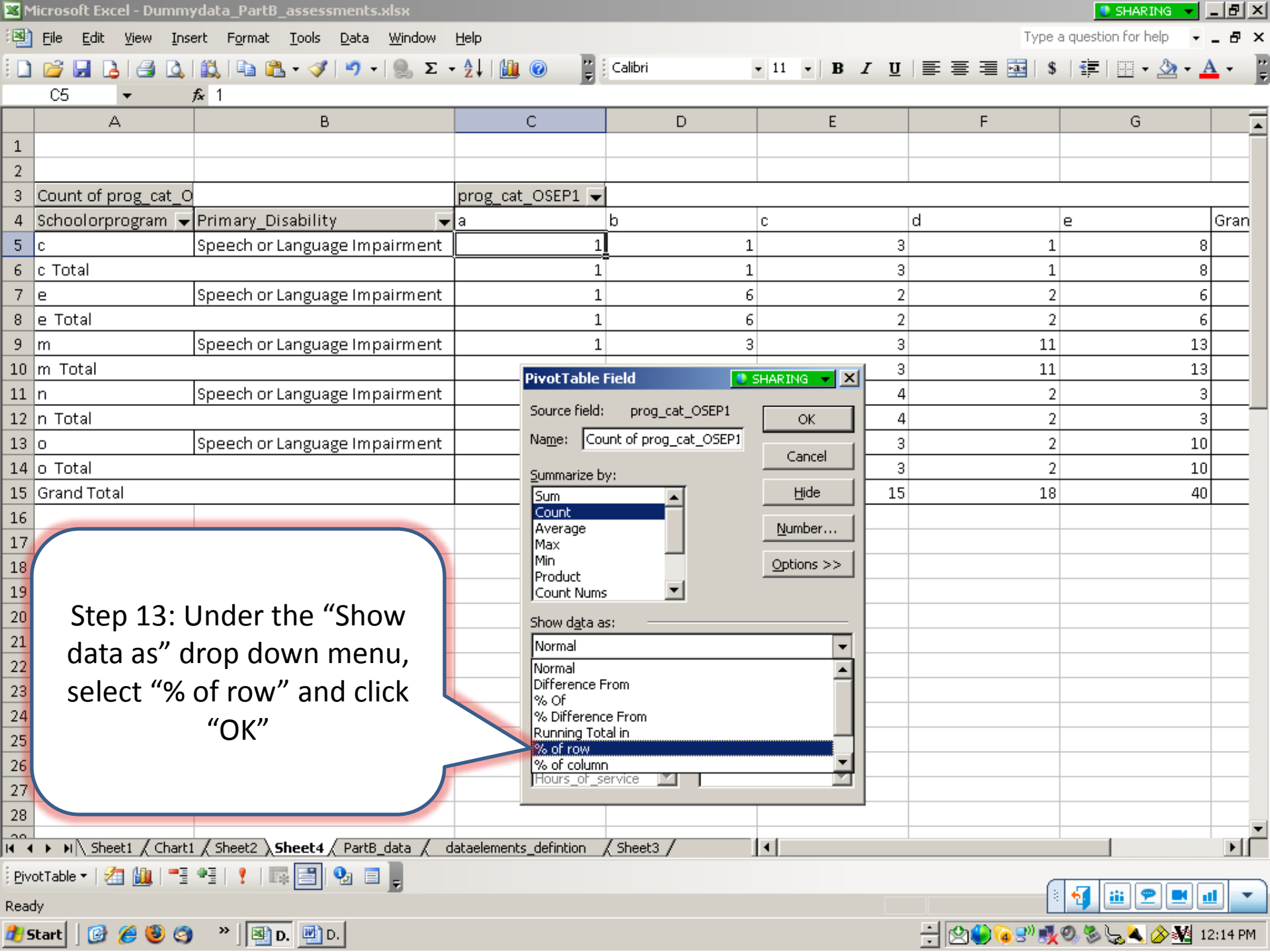
OK

Cancel

Hide

Number...

Options >>



Step 13: Under the "Show data as" drop down menu, select "% of row" and click "OK"

PivotTable Field SHARING X

Source field: prog_cat_OSEP1

Name: Count of prog_cat_OSEP1

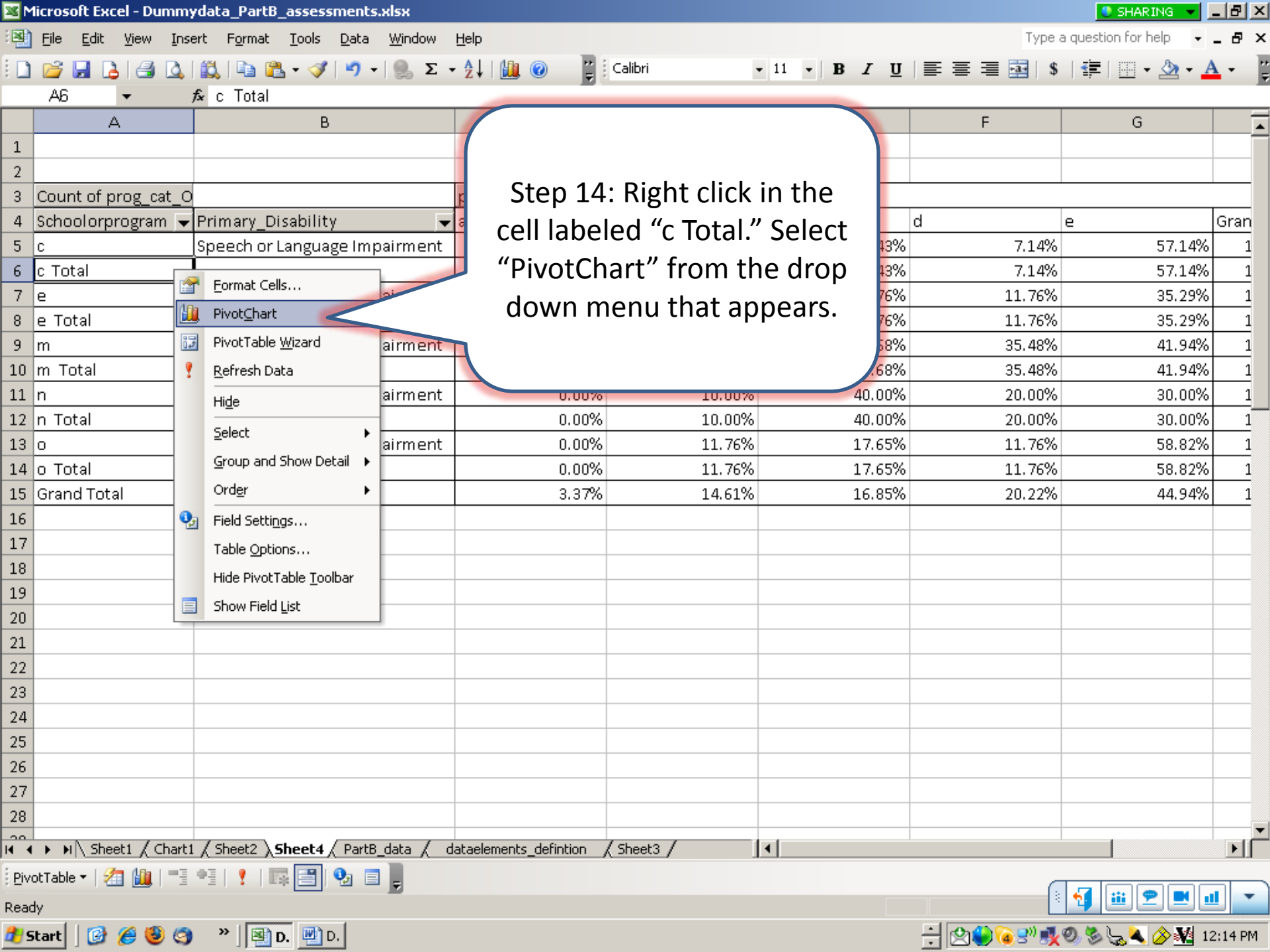
Summarize by:

- Sum
- Count**
- Average
- Max
- Min
- Product
- Count Nums

Show data as:

- Normal
- Normal
- Difference From
- % Of
- % Difference From
- Running Total in
- % of row**
- % of column
- Hours_of_service

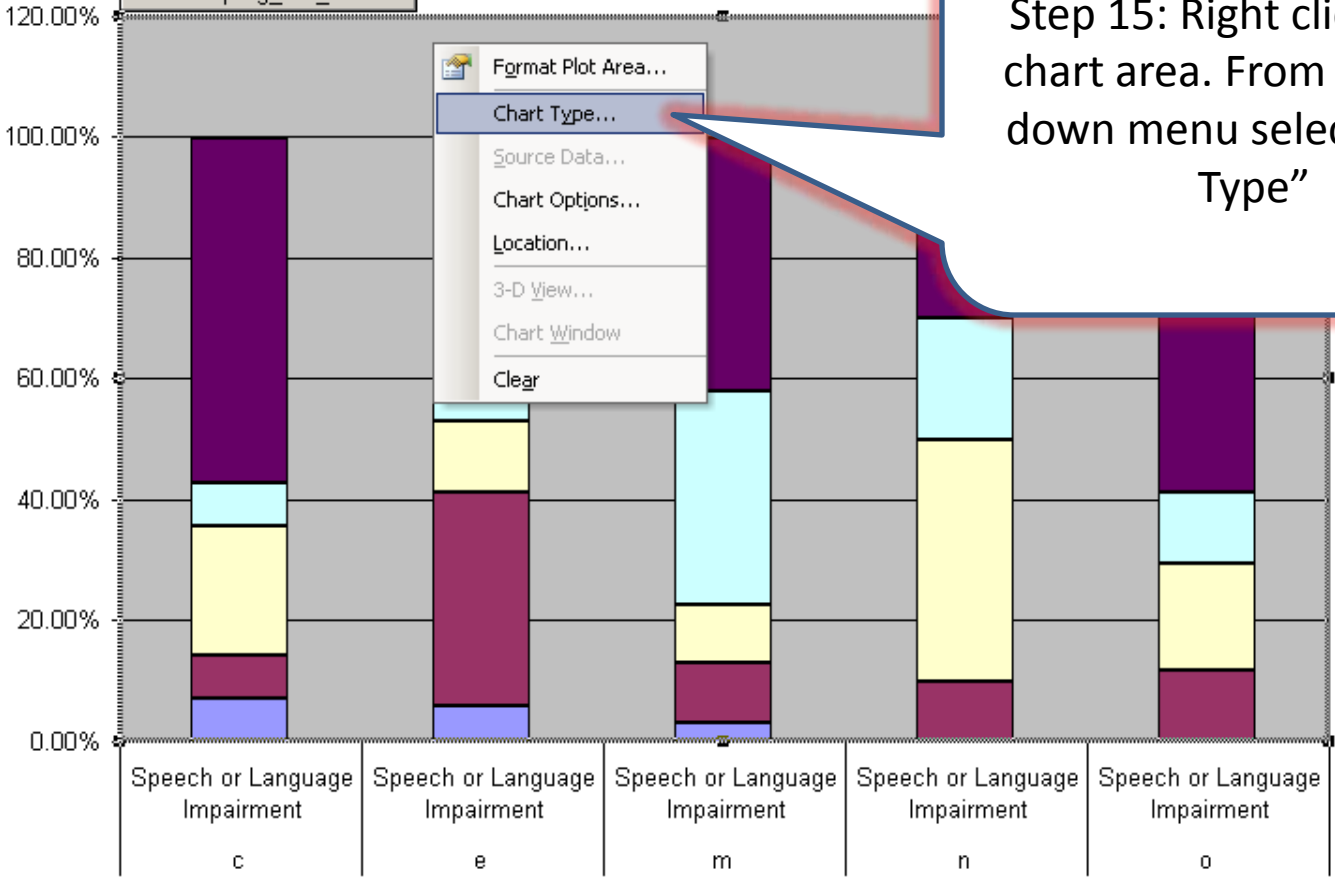
Buttons: OK, Cancel, Hide, Number..., Options >>



Step 14: Right click in the cell labeled "c Total." Select "PivotChart" from the drop down menu that appears.

Drop Page Fields Here

Count of prog_cat_OSEP1



Step 15: Right click in the chart area. From the drop down menu select "Chart Type"

- Format Plot Area...
- Chart Type...**
- Source Data...
- Chart Options...
- Location...
- 3-D View...
- Chart Window
- Clear

- e
- d
- c
- b
- a

Schoolorprogram Primary_Disability

Chart Type SHARING ? X

Standard Types Custom Types

Chart type:

- Column
- Bar
- Line
- Pie
- XY (Scatter)
- Area
- Doughnut
- Radar
- Surface
- Bubble

Chart sub-type:

Options:

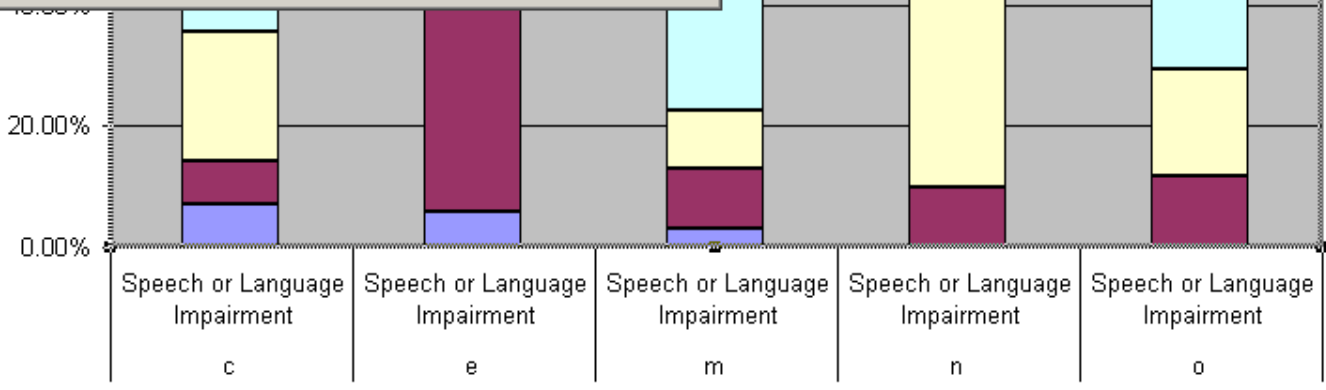
- Apply to selection
- Default formatting

Clustering Column. Compares values across categories.

Press and Hold to View Sample

Set as default chart OK Cancel

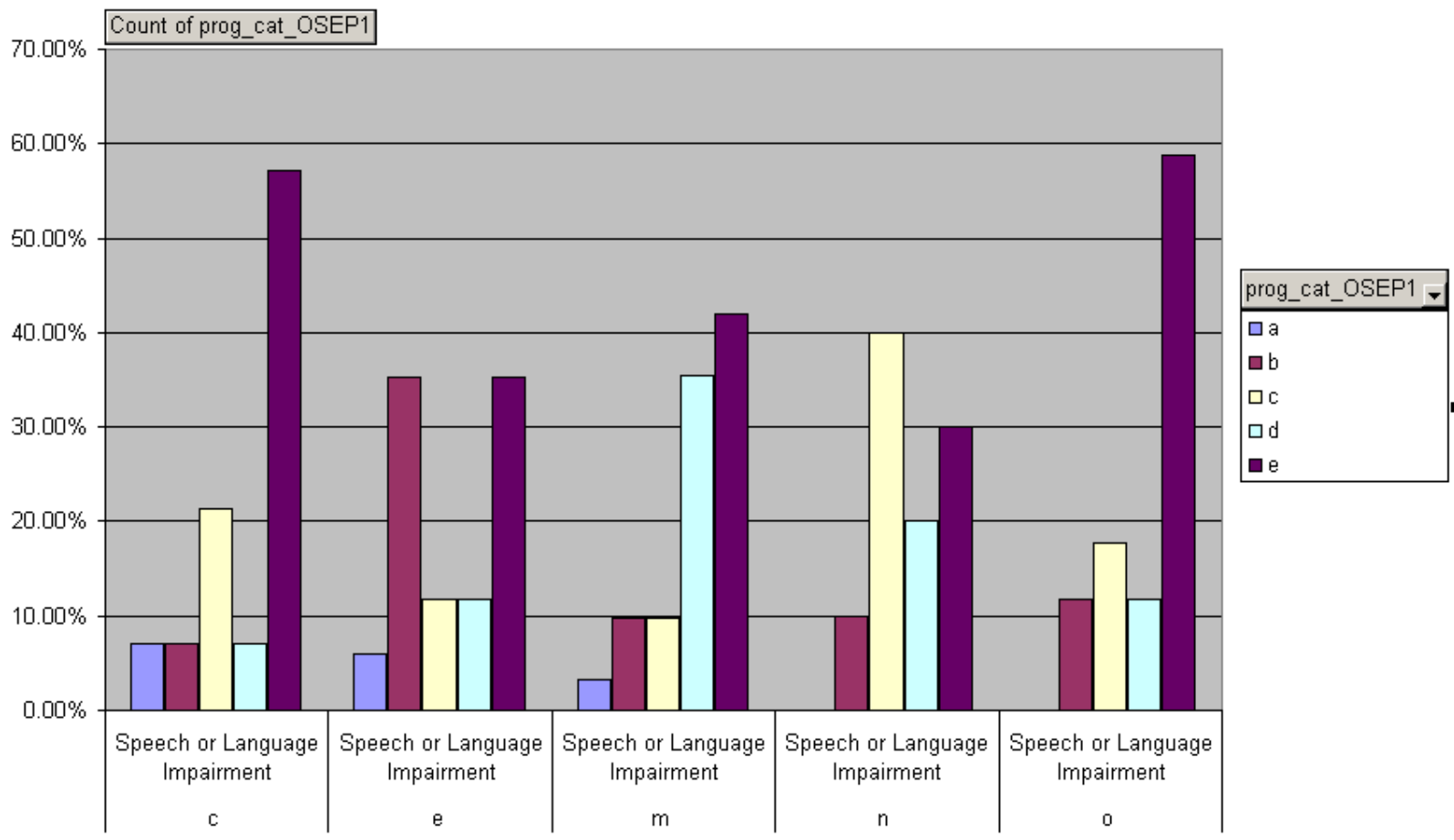
Step 16: In the chart dialogue box, click the top left option under column and click "OK"



prog_cat_OSEP1

- e
- d
- c
- b
- a

Drop Page Fields Here



prog_cat_OSEP1

- a
- b
- c
- d
- e

Schoolorprogram Primary_Disability