

Results of Query in Excel

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Pivot_table". The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help, Adobe PDF), a toolbar with various icons, and a formula bar showing "H25" and a function icon. The main area displays a PivotTable with the following data:

| | A | B | C | D | E | F | G | H | I |
|----|-----------|-------------------|-------------|---------------------|---------------|---|---|---|---|
| 1 | Term | Prim_Faculty_Code | Prim_Major1 | Prim_Major1_cat | # of Students | | | | |
| 2 | Fall 2003 | AR | Psychology | Major | 1 | | | | |
| 3 | Fall 2003 | AR | Psychology | Honors | 36 | | | | |
| 4 | Fall 2003 | AR | Psychology | Faculty Program | 1 | | | | |
| 5 | Fall 2003 | AR | Psychology | Major Concentration | 678 | | | | |
| 6 | Fall 2003 | GR | Psychology | Thesis Program | 98 | | | | |
| 7 | Fall 2003 | MG | Psychology | Major | 41 | | | | |
| 8 | Fall 2003 | PD | Psychology | Major | 9 | | | | |
| 9 | Fall 2003 | SC | Psychology | Major | 198 | | | | |
| 10 | Fall 2003 | SC | Psychology | Honors | 31 | | | | |
| 11 | Fall 2003 | SC | Psychology | Faculty Program | 15 | | | | |
| 12 | Fall 2004 | AR | Psychology | Major | 2 | | | | |
| 13 | Fall 2004 | AR | Psychology | Honors | 45 | | | | |
| 14 | Fall 2004 | AR | Psychology | Major Concentration | 631 | | | | |
| 15 | Fall 2004 | AS | Psychology | Major Concentration | 3 | | | | |
| 16 | Fall 2004 | GR | Psychology | Thesis Program | 108 | | | | |
| 17 | Fall 2004 | MG | Psychology | Major | 29 | | | | |
| 18 | Fall 2004 | PD | Psychology | Major | 14 | | | | |
| 19 | Fall 2004 | SC | Psychology | Major | 234 | | | | |
| 20 | Fall 2004 | SC | Psychology | Honors | 22 | | | | |
| 21 | Fall 2004 | SC | Psychology | Faculty Program | 14 | | | | |
| 22 | | | | | | | | | |

The status bar at the bottom shows "Ready" and "NUM". The sheet name "Sheet 1" is visible in the bottom left corner.

Click on “Data” and then click on “PivotTable and PivotChart Report”

The screenshot shows the Microsoft Excel interface with the 'Data' menu open. The 'PivotTable and PivotChart Report...' option is highlighted. The spreadsheet contains data for psychology programs across various terms and faculty codes.

| | A | B | C | D | E |
|----|-----------|-------------------|------------|---------------------|-----|
| 1 | Term | Prim_Faculty_Code | Prim_Ma | | |
| 2 | Fall 2003 | AR | Psychology | Major | 1 |
| 3 | Fall 2003 | AR | Psychology | Honors | 36 |
| 4 | Fall 2003 | AR | Psychology | Faculty Program | 1 |
| 5 | Fall 2003 | AR | Psychology | Major Concentration | 678 |
| 6 | Fall 2003 | GR | Psychology | Thesis Program | 98 |
| 7 | Fall 2003 | MG | Psychology | Major | 41 |
| 8 | Fall 2003 | PD | Psychology | Major | 9 |
| 9 | Fall 2003 | SC | Psychology | Major | 198 |
| 10 | Fall 2003 | SC | Psychology | Honors | 31 |
| 11 | Fall 2003 | SC | Psychology | Faculty Program | 15 |
| 12 | Fall 2004 | AR | Psychology | Major | 2 |
| 13 | Fall 2004 | AR | Psychology | Honors | 45 |
| 14 | Fall 2004 | AR | Psychology | Major Concentration | 631 |
| 15 | Fall 2004 | AS | Psychology | Major Concentration | 3 |
| 16 | Fall 2004 | GR | Psychology | Thesis Program | 108 |
| 17 | Fall 2004 | MG | Psychology | Major | 29 |
| 18 | Fall 2004 | PD | Psychology | Major | 14 |
| 19 | Fall 2004 | SC | Psychology | Major | 234 |
| 20 | Fall 2004 | SC | Psychology | Honors | 22 |
| 21 | Fall 2004 | SC | Psychology | Faculty Program | 14 |
| 22 | | | | | |

Click on “Microsoft Excel list or database” and then click on next

Microsoft Excel - Pivot_table

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

Σ >> Arial 10 B I U \$ % , +.0 .00 +.0

Reply with Changes... End Review...

E21 fx 14

| | A | B | C | D | E | F | G | H | I |
|----|-----------|-------------------|-------------|-----------------|---------------|---|---|---|---|
| 1 | Term | Prim_Faculty_Code | Prim_Major1 | Prim_Major1_cat | # of Students | | | | |
| 2 | Fall 2003 | AR | Psychology | M | | | | | |
| 3 | Fall 2003 | AR | Psychology | H | | | | | |
| 4 | Fall 2003 | AR | Psychology | Fa | | | | | |
| 5 | Fall 2003 | AR | Psychology | M | | | | | |
| 6 | Fall 2003 | GR | Psychology | Th | | | | | |
| 7 | Fall 2003 | MG | Psychology | M | | | | | |
| 8 | Fall 2003 | PD | Psychology | M | | | | | |
| 9 | Fall 2003 | SC | Psychology | M | | | | | |
| 10 | Fall 2003 | SC | Psychology | H | | | | | |
| 11 | Fall 2003 | SC | Psychology | Fa | | | | | |
| 12 | Fall 2004 | AR | Psychology | M | | | | | |
| 13 | Fall 2004 | AR | Psychology | H | | | | | |
| 14 | Fall 2004 | AR | Psychology | M | | | | | |
| 15 | Fall 2004 | AS | Psychology | M | | | | | |
| 16 | Fall 2004 | GR | Psychology | Th | | | | | |
| 17 | Fall 2004 | MG | Psychology | M | | | | | |
| 18 | Fall 2004 | PD | Psychology | M | | | | | |
| 19 | Fall 2004 | SC | Psychology | M | | | | | |
| 20 | Fall 2004 | SC | Psychology | H | | | | | |
| 21 | Fall 2004 | SC | Psychology | Faculty Program | | | | | |
| 22 | | | | | | | | | |

PivotTable and PivotChart Wizard - Step 1 of 3

Where is the data that you want to analyze?

- Microsoft 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)

Cancel < Back Next > Finish

Ready Sum=2210 NUM

The data used in the PivotTable would be selected. Click on next.

The screenshot shows the Microsoft Excel interface with a PivotTable Wizard dialog box open. The dialog box is titled "PivotTable and PivotChart Wizard - Step 2 of 3" and asks "Where is the data that you want to use?". The "Range:" field is set to "\$A\$1:\$E\$21". The background data table is as follows:

| | A | B | C | D | E | F | G | H | I |
|----|-----------|-------------------|-------------|---------------------|---------------|---|---|---|---|
| 1 | Term | Prim_Faculty_Code | Prim_Major1 | Prim_Major1_cat | # of Students | | | | |
| 2 | Fall 2003 | AR | Psychology | Major | 1 | | | | |
| 3 | Fall 2003 | AR | Psychology | Honors | 36 | | | | |
| 4 | Fall 2003 | AR | Psychology | Faculty Program | 1 | | | | |
| 5 | Fall 2003 | AR | Psychology | Major Concentration | 678 | | | | |
| 6 | Fall 2003 | GR | Psychology | Thesis Program | 98 | | | | |
| 7 | Fall 2003 | MG | Psychology | Major | 41 | | | | |
| 8 | Fall 2003 | PD | Psychology | Major | 9 | | | | |
| 9 | Fall 2003 | SC | Psychology | Major | 1 | | | | |
| 10 | Fall 2003 | SC | Psychology | Honors | 1 | | | | |
| 11 | Fall 2003 | SC | Psychology | Faculty Program | 1 | | | | |
| 12 | Fall 2004 | AR | Psychology | Major | 1 | | | | |
| 13 | Fall 2004 | AR | Psychology | Honors | 1 | | | | |
| 14 | Fall 2004 | AR | Psychology | Major Concentration | 1 | | | | |
| 15 | Fall 2004 | AS | Psychology | Major Concentration | 3 | | | | |
| 16 | Fall 2004 | GR | Psychology | Thesis Program | 108 | | | | |
| 17 | Fall 2004 | MG | Psychology | Major | 29 | | | | |
| 18 | Fall 2004 | PD | Psychology | Major | 14 | | | | |
| 19 | Fall 2004 | SC | Psychology | Major | 234 | | | | |
| 20 | Fall 2004 | SC | Psychology | Honors | 22 | | | | |
| 21 | Fall 2004 | SC | Psychology | Faculty Program | 14 | | | | |
| 22 | | | | | | | | | |

The PivotTable Wizard dialog box has the following fields and buttons:

- Title: PivotTable and PivotChart Wizard - Step 2 of 3
- Question: Where is the data that you want to use?
- Range: \$A\$1:\$E\$21
- Buttons: Cancel, < Back, Next >, Finish

Select where you would want to put the PivotTable report. In this case, new worksheet was selected.

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Pivot_table". The main window displays a PivotTable with the following data:

| | A | B | C | D | E | F | G | H | I |
|----|-----------|-------------------|-------------|-----------------|---------------|---|---|---|---|
| 1 | Term | Prim_Faculty_Code | Prim_Major1 | Prim_Major1_cat | # of Students | | | | |
| 2 | Fall 2003 | AR | Psychology | Major | 1 | | | | |
| 3 | Fall 2003 | AR | Psychology | Honors | 36 | | | | |
| 4 | Fall 2003 | AR | Psychology | Faculty Program | 1 | | | | |
| 5 | Fall 2003 | AR | Psychology | | | | | | |
| 6 | Fall 2003 | GR | Psychology | | | | | | |
| 7 | Fall 2003 | MG | Psychology | | | | | | |
| 8 | Fall 2003 | PD | Psychology | | | | | | |
| 9 | Fall 2003 | SC | Psychology | | | | | | |
| 10 | Fall 2003 | SC | Psychology | | | | | | |
| 11 | Fall 2003 | SC | Psychology | | | | | | |
| 12 | Fall 2004 | AR | Psychology | | | | | | |
| 13 | Fall 2004 | AR | Psychology | | | | | | |
| 14 | Fall 2004 | AR | Psychology | | | | | | |
| 15 | Fall 2004 | AS | Psychology | | | | | | |
| 16 | Fall 2004 | GR | Psychology | | | | | | |
| 17 | Fall 2004 | MG | Psychology | | | | | | |
| 18 | Fall 2004 | PD | Psychology | | | | | | |
| 19 | Fall 2004 | SC | Psychology | Major | 234 | | | | |
| 20 | Fall 2004 | SC | Psychology | Honors | 22 | | | | |
| 21 | Fall 2004 | SC | Psychology | Faculty Program | 14 | | | | |
| 22 | | | | | | | | | |

The "PivotTable and PivotChart Wizard - Step 3 of 3" dialog box is open, asking "Where do you want to put the PivotTable report?". The "New worksheet" radio button is selected. The "Existing worksheet" option is unselected, and the text box below it is empty. The "Finish" button is highlighted.

One can now look at the data in different ways by deciding which fields to use for the Row area, Column area, Page area and Data area.

The screenshot shows the Microsoft Excel PivotTable interface. The PivotTable is located in the range A3:G16. The layout is as follows:

| | A | B | C | D | E | F | G | H | I | J | K | L | |
|----|-----------------------|-------------------------|---|---|---|---|---|---|---|---|---|---|--|
| 1 | Drop Page Fields Here | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | Drop Column Fields Here | | | | | | | | | | | |
| 4 | Drop Row Fields Here | Drop Data Items Here | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | |

The PivotTable Field List task pane is open on the right side of the window. It contains the following fields:

- Term
- Prim_Faculty_Code
- Prim_Major1
- Prim_Major1_cat
- # of Students

The "Add To" dropdown menu is open, showing the following options:

- Row Area
- Column Area
- Page Area
- Data Area

The "Data Area" option is currently selected in the dropdown menu.

If you want to find out the total number of students, Click on “# of students” and then add that to the “Data Area”.

The screenshot shows the Microsoft Excel interface with a PivotTable. The PivotTable is located in cells A3:B4 and has the following data:

| | A | B |
|---|-----------------------|-------|
| 1 | Drop Page Fields Here | |
| 2 | | |
| 3 | Sum of # of Students | Total |
| 4 | Total | 2210 |

The PivotTable Field List dialog box is open, showing the following fields:

- Term
- Prim_Faculty_Code
- Prim_Major1
- Prim_Major1_cat
- # of Students

The "Add To" button is highlighted, and the "Data Area" dropdown menu is open, showing the "Data Area" option selected.

If you want to find out the total number of students by term, you can click on “Term” from the PivotTable field list and add it to the Row area. As a result, you will get the total number of students each term.

The screenshot shows the Microsoft Excel interface with a PivotTable and the PivotTable Field List task pane. The PivotTable is located in the range A3:B7 and displays the sum of the number of students for each term. The PivotTable Field List task pane is open, showing the available fields and the current configuration of the PivotTable.

| Sum of # of Students | Total |
|----------------------|-------|
| Fall 2003 | 1108 |
| Fall 2004 | 1102 |
| Grand Total | 2210 |

PivotTable Field List

Drag items to the PivotTable report

- Term
- Prim_Faculty_Code
- Prim_Major1
- Prim_Major1_cat
- # of Students

Add To: Row Area

If you want a detailed breakdown by faculty, then you can click on Prim_Faculty_Code and add to the Row area.

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Pivot_table". The PivotTable is located in the range A3:C18. The PivotTable Field List task pane is open, showing the following fields:

- Term
- Prim_Faculty_Code
- Prim_Major1
- Prim_Major1_cat
- # of Students

The "Add To" dropdown menu is set to "Row Area".

| Term | Prim Faculty Code | Total |
|-----------------|-------------------|-------|
| Fall 2003 | AR | 716 |
| | GR | 98 |
| | MG | 41 |
| | PD | 9 |
| | SC | 244 |
| Fall 2003 Total | | 1108 |
| Fall 2004 | AR | 678 |
| | AS | 3 |
| | GR | 108 |
| | MG | 29 |
| | PD | 14 |
| SC | 270 | |
| Fall 2004 Total | | 1102 |
| Grand Total | | 2210 |

If you want to find out the breakdown of each student by Prim_Major1_Category, just click on Prim_Major1_Cat and add to the Row area.

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Pivot_table". The PivotTable is located in the range C4:D25. The PivotTable Field List task pane is open on the right side of the window, showing the following fields:

- Term
- Prim_Faculty_Code
- Prim_Major1
- Prim_Major1_cat** (highlighted)
- # of Students

The "Add To" button is selected, and the "Row Area" dropdown is set to "Row Area".

| Term | Prim_Faculty_Code | Prim_Major1_cat | Total | |
|-----------------|---------------------|---------------------|-------|-----|
| Fall 2003 | AR | Faculty Program | 1 | |
| | | Honors | 36 | |
| | | Major | 1 | |
| | | Major Concentration | 678 | |
| | AR Total | | | 716 |
| | GR | Thesis Program | 98 | |
| | | GR Total | | 98 |
| | MG | Major | 41 | |
| | | MG Total | | 41 |
| PD | Major | 9 | | |
| | PD Total | | 9 | |
| SC | Faculty Program | Honors | 15 | |
| | | Major | 31 | |
| | SC Total | | | 198 |
| Fall 2003 Total | | | 1108 | |
| Fall 2004 | AR | Honors | 45 | |
| | | Major | 2 | |
| | | Major Concentration | 631 | |
| | AR Total | | | 678 |
| AS | Major Concentration | 3 | | |

You can always sort the data depending on what u need. For example, if you need only Arts students broken down by term and category, then click on the arrow for Prim_Faculty_Code and select 'AR'.

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Pivot_table". The PivotTable is located in the range C4:D25. The PivotTable Field List is open, showing the following fields in the Row Area: Term, Prim_Faculty_Code, Prim_Major1, and Prim_Major1_cat. The Values Area contains # of Students. The PivotTable data is as follows:

| Term | Prim Faculty Code | Prim Major1 cat | Total |
|-----------------|-------------------|----------------------|-------|
| Fall 2003 | | Program | 1 |
| | | | 36 |
| | | | 1 |
| | | concentration | 678 |
| | | | 716 |
| | | Program | 98 |
| | | | 98 |
| | | | 41 |
| | | | 41 |
| | | | 9 |
| | | | 9 |
| | | Program | 15 |
| | | | 31 |
| | | Major | 198 |
| | | SC Total | 244 |
| Fall 2003 Total | | | 1108 |
| Fall 2004 | AR | Honors | 45 |
| | | Major | 2 |
| | | Major Concentration | 631 |
| | AR Total | | 678 |
| | AS | Maioir Concentration | 3 |

As a result, we will obtain the following breakdown. If you want to provide a chart representing the following data, then click on the Chart Wizard icon.

The screenshot shows Microsoft Excel with a PivotTable summarizing student data. The PivotTable is structured as follows:

| Term | Prim Faculty Code | Prim Major1 cat | Total |
|-----------------|-------------------|---------------------|-------|
| Fall 2003 | AR | Faculty Program | 1 |
| | | Honors | 36 |
| | | Major | 1 |
| | | Major Concentration | 678 |
| AR Total | | | 716 |
| Fall 2003 Total | | | 716 |
| Fall 2004 | AR | Honors | 45 |
| | | Major | 2 |
| | | Major Concentration | 631 |
| AR Total | | | 678 |
| Fall 2004 Total | | | 678 |
| Grand Total | | | 1394 |

The PivotTable Field List task pane is open on the right, showing the following fields:

- Term
- Prim_Faculty_Code
- Prim_Major1
- Prim_Major1_cat
- # of Students

The 'Add To' dropdown is set to 'Row Area'.

As a result, we will obtain the following chart:

