

Pivot Table: Adding the Macro ^{40 %}

Instructions

In our **Pivot Table macro** tutorial you will learn how to build pivot tables and perform various operations.

Add the Pivot Table macro:

1. Move the cursor over the table.
2. See special icons appear on the top right of the table and click the button "Create a pivot table":



3. The table transforms into the pivot table. To show the source table again lick the settings button



on the control panel, appeared on the top right of the table, and click "Show source table". You can hide it again the same way.

4. Click the settings button



and "Save changes".

Done

Training table

Student's progress sheet

Student	Group	Average rating	Admission to the exam
Diana Lyndon	Group 1	7	-
Quin Rich	Group 3	5	-
Clint Pamila	Group 2	8	+
Andy Asia	Group 1	4	-
Primula Linnie	Group 3	9	+
Leith Eireann	Group 2	6	-
Mary Saxon	Group 1	8	+
Robina Cletis	Group 3	5	-
Allyn Arlo	Group 1	10	+
Dave Bertie	Group 3	9	+
Matty Lowell	Group 2	10	+
Sheridan Anselm	Group 2	6	-
Kemp Emmet	Group 2	8	+
Sarah Milly	Group 1	9	+
Anna Kassy	Group 2	7	-