 Collating data using MS Excel

Collating data

This is a how to guide on collating or tabulating data using pivot tables in MS Excel.

The guide refers to the MS Excel file sample-collating-data.XLSX

Make a blank pivot table

Select the data you wish to collate or tabulate. Left click A2, press and hold *ctrl* and *shift* then press the down arrow followed by the right arrow.

Insert a pivot table. Click insert, PivotTable, then ok.



This will insert the pivot table into a new worksheet.

Now you can refer to the appropriate method for your data i.e. categorical data, ungrouped data and grouped data.

Categorical data:

Select the desired data using the *PivotTable Fields*.

For example, if you wanted to count the number of people that travel to school by by bus, rail, car etc. you would left click and drag the option *Travel\_to\_school*, into the

* + *Rows* area. This will make our row labels the method of transport.
	+ *Values* area. This will add the frequency (count) of each method.

Note: If the *Values* section doesn’t default to count, select it by left clicking the down arrow in the field then selecting *Value Field Settings*



You should now have tabulated data:



Ungrouped data:

Select the desired data using the *PivotTable Fields*.

For example, if you wanted to count the number of people that speak 1, 2, 3 etc languages, you would left click and drag the option *Languages\_spoken* into

* + *Rows* area. This will make our row labels the number of languages spoken.
	+ *Values* area. This will add the frequency (count).

Note: If the *Values* section doesn’t default to count, select it by left clicking the down arrow in the field then selecting *Value Field Settings*

You should now have tabulated data:



Grouped data:

Select the desired data using the *PivotTable Fields*.

For example, if you wanted to look at the proportion of people who travel for 0 to <10 minutes, 10 to <20 minutes… to get to school you would left click and drag the option *Travel\_time\_to\_School* into

* + *Rows* area. This will make our row labels the *Travel\_time\_to\_School*.
	+ *Values* area. This will add the frequency (count).

Note: If the *Values* section doesn’t default to count, select it by left clicking the down arrow in the field then selecting *Value Field Settings*

You will notice that the data is not grouped. To group the data left click into the row label column, select Analyze then Group Field.



Select the desired group sizes, then ok,

You should now have tabulated data:



Grouped data:

 Some graphs cannot be made directly from a Pivot Table.

Copy the table (*ctrl* *c*) and then paste values (right click then *123*). You can now manipulate this data.