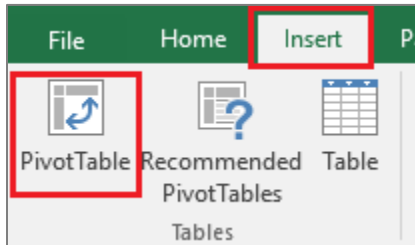


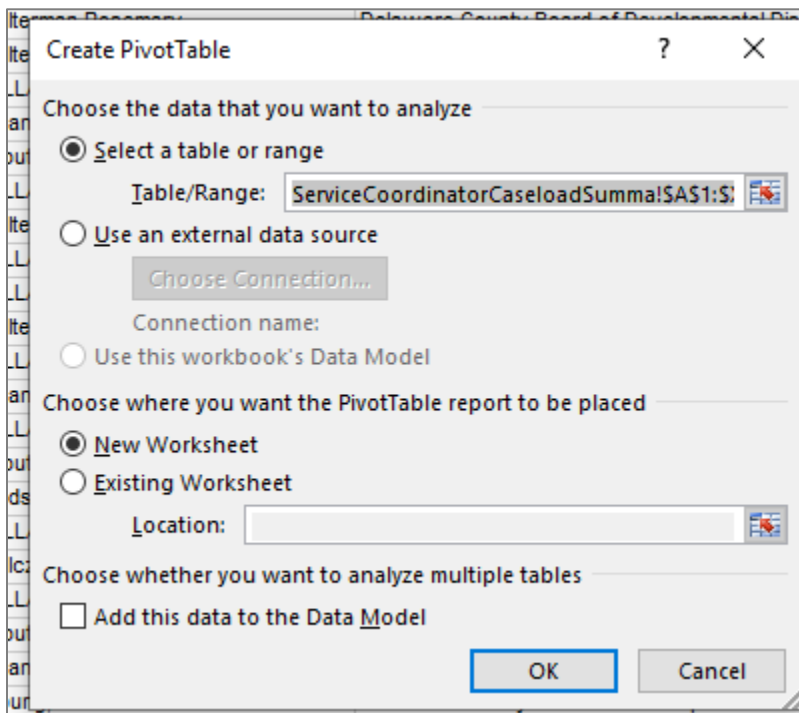
To utilize only a subset of the data, use filters to select the desired data, then copy and paste the data into a different tab. Alternatively, use filters to select unneeded data, delete the rows, then remove the filter to view desired data.

Pivot Tables

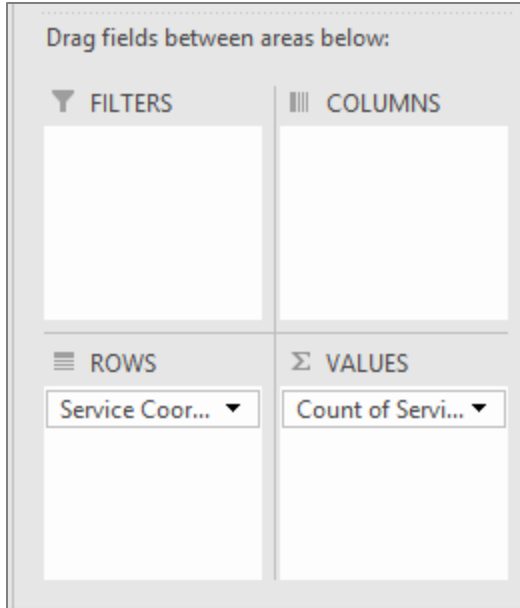
Pivot tables are a useful tool to quickly see a breakdown of data or to utilize filters without deleting rows. To create a pivot table, go to the **Insert** tab and click **PivotTable**.



A box will pop up with options for creating the pivot table. The default table range should cover all the data in the file. Select whether the table is placed in a new worksheet or the current worksheet, then click **OK**.



Drag fields of interest to the appropriate box below the pivot table fields. For example, to see how many cases are handled by each Service Coordinator (to see how many cases are handled by each Service Coordinator), drag the **Service Coordinator** field to the **Columns** box and the **Cases** field to the **Rows** box.



The table then displays the number of children on each Service Coordinator’s caseload.

Row Labels	Count of Service Coordinator Name
Coordinator,Service	1
Service Coordinator,Susie	6
Test,Service Coordinator	49
Grand Total	56

Need Additional Resources or Assistance?

See the more comprehensive “Using Data in Excel” document for instructions on how to perform many other functions in Excel. If you have specific questions regarding how to obtain needed information from this or any report, email eids@childrenandyouth.ohio.gov at any time.