**College Women Pivot Tables Lesson**

(Rough draft, created Oct. 2016 by Beth Seltzer)

Look over the data. Click a few of the images. Do you see how the data was made?

Now, we’re going to start with a simple question: What photos are in the collection? We want to know how many photos we have for each school and each decade. This is really useful because it can help us see any imbalance in the dataset. Are a disproportionate number of photos from one college? What years are the leanest in terms of our data?

You could go through, do a search for each college and then for each year and count the results, but a pivot table is going to be a much quicker way to get this information.

Let’s tackle the first part of our question: How many photos do we have for each school?

To start, think logically about what you’d want for that. Probably you want the rows to be the names of different schools, with another column that counts the total number of photos which are from that school. (show picture of that)

How do you get it? You could count it up, or make a sweet-ass pivot table.

**Make a Pivot Table**

1. Click anywhere in dataset
2. Insert -> PivotTable -> [It highlights the whole table—keep that]
3. See Pivot Table Fields on the side. That’s where you can compare stuff.

**How many photos do we have for each school?**

1. Your Row will be the school. Drag the “College” category to the “Row” box. [pic]
2. To count, you use the “Values” box. Drag the “College” category to the “Values” box
3. Boom!

[At some point, you’ll need to talk about the Values box.]

**How many photos do we have for each school, in each decade?**

1. Again, think about what you’d like this to look like—columns of each decade by “Year Category,” with a count of how many photos you see in each one. For this, you’ll need to put something in the “Column” Any idea how to do this?
2. Right! Drag it into the column.
3. Experiment with putting things in and taking them out of columns.

**Now you try. Suppose you just want to see how many photos are available for each year—how would you do that?**

\*\*Sometimes as you’re playing around with the data and adding new columns, you’ll notice that things won’t update on your pivot table. Click refresh.