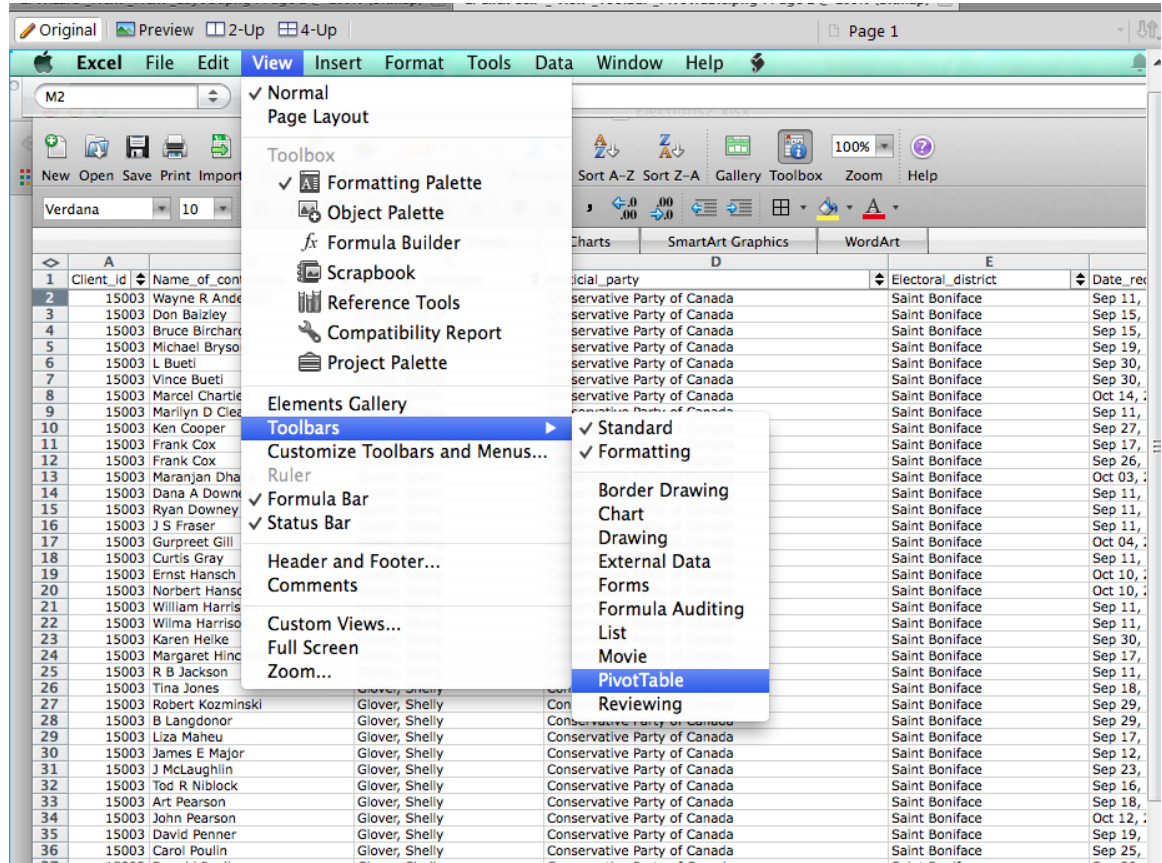


## Microsoft Excel 2008 – Pivot Table Tutorial (for MAC) using the [federal campaign donation data](#) from the syllabus.

1. Click any cell to start. Select “View” in the top bar, then under “Toolbar,” click “PivotTable.”



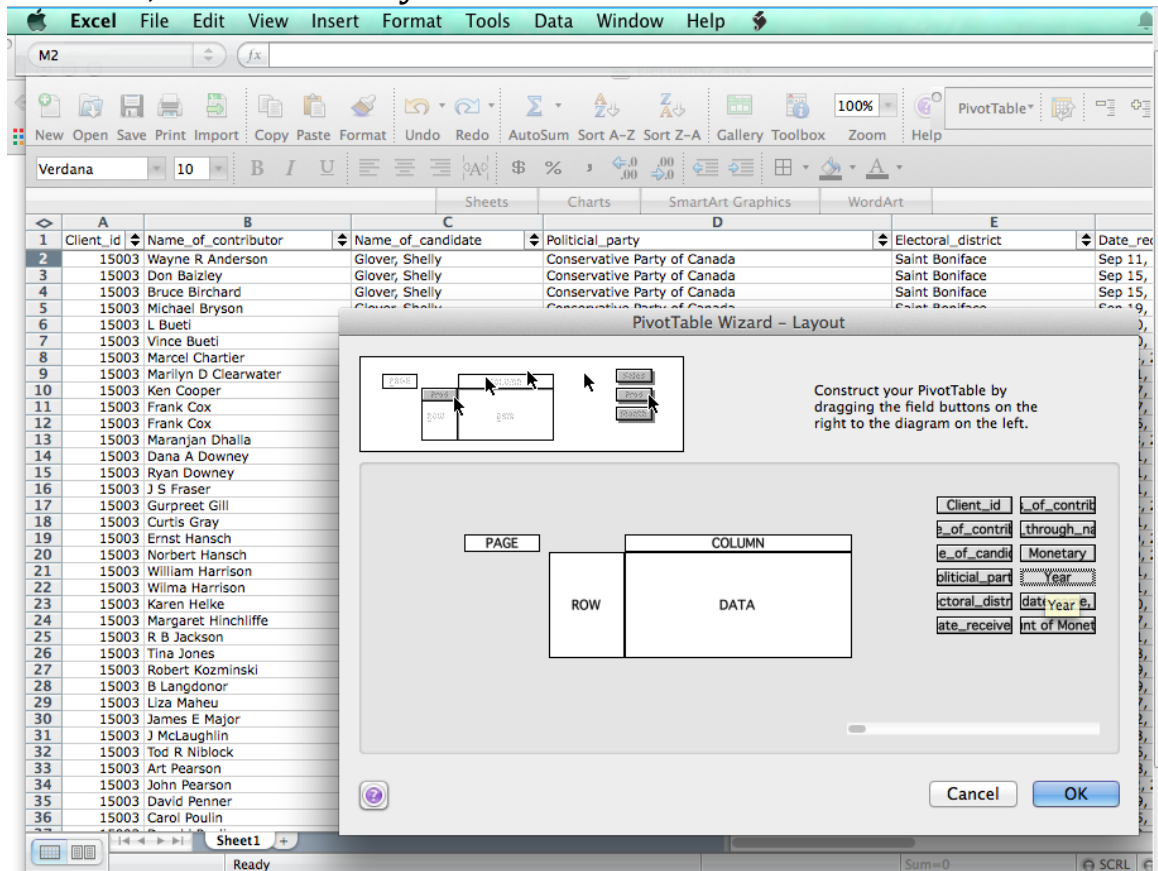
2. In the small PivotTable box that appears, click either “PivotTable” and then “Wizard,” or select the orange-box icon. A menu will appear. Click “Next,” then on the next page make sure range of cells include all the information on your spreadsheet. Click “Next” again, then select

“Layout” on the last page with the racing flag on it.

Client_id	Name_of_contributor	Name_of_candidate	Politicial_party	Electoral_district	Date_rec
15003	Wayne R Anderson	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 11,
15003	Don Balzley	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 15,
15003	Bruce Birchard	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 15,
15003	Michael Bryson	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 19,
15003	L Bueti	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 30,
15003	Vince Bueti	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 30,
15003	Marcel Chartier	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Oct 14,
15003	Marilyn D Clearwater	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 11,
15003	Ken Cooper	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 27,
15003	Frank Cox	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 17,
15003	Frank Cox	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 26,
15003	Maranjan Dhalla	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Oct 03,
15003	Dana A Downey	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 11,
15003	Ryan Downey	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 11,
15003	J S Fraser	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 11,
15003	Gurpreet Gill	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Oct 04,
15003	Curtis Gray	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 11,
15003	Ernst Hansch	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Oct 10,
15003	Norbert Hansch	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Oct 10,
15003	William Harrison	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 11,
15003	Wilma Harrison	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 11,
15003	Karen Helke	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 30,
15003	Margaret Hinchliffe	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 17,
15003	R B Jackson	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 11,
15003	Tina Jones	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 18,
15003	Robert Kozminski	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 29,
15003	B Langdonor	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 29,
15003	Liza Maheu	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 17,
15003	James E Major	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 12,
15003	J McLaughlin	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 23,
15003	Tod R Niblock	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 16,
15003	Art Pearson	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 18,
15003	John Pearson	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Oct 12,
15003	David Penner	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 19,
15003	Carol Poulin	Glover, Shelly	Conservative Party of Canada	Saint Boniface	Sep 25,

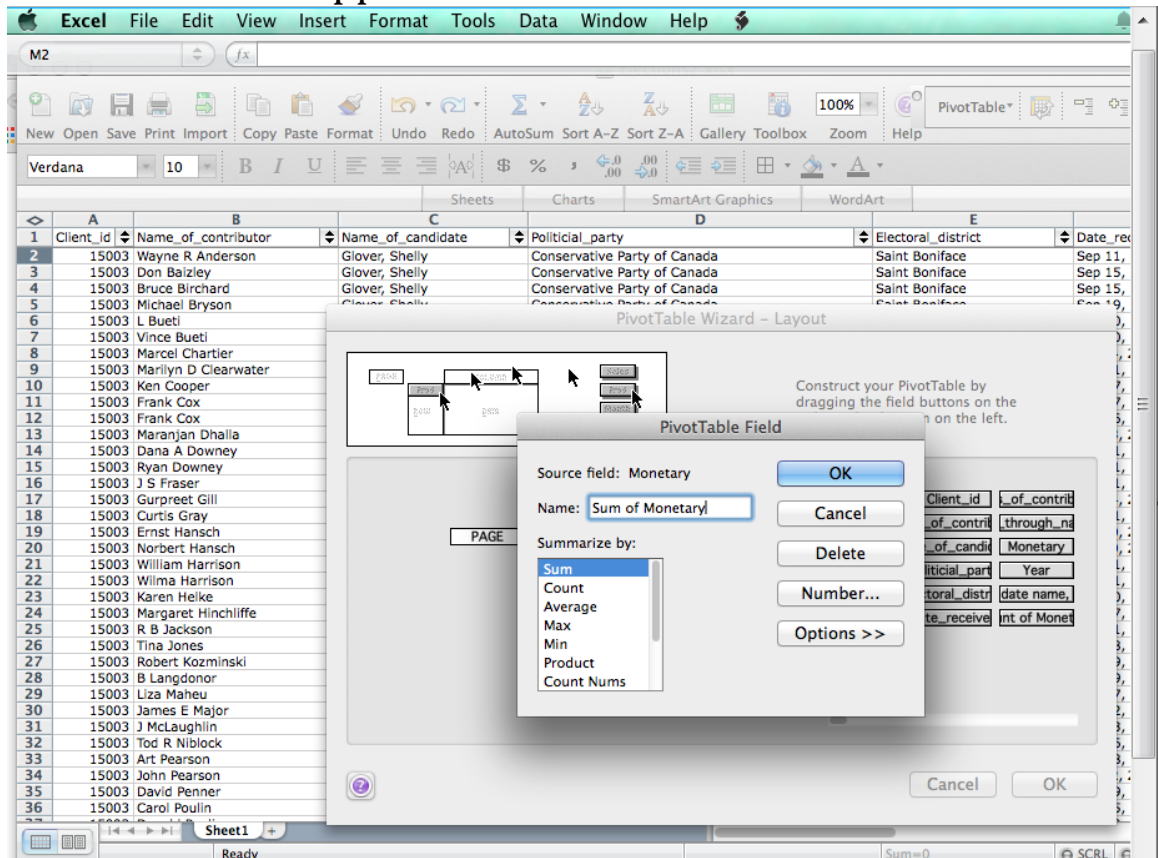
3. Drag the buttons on the left of the menu to the appropriate rows and columns in the middle. For this table, we want Year as the column, Candidate, Name as

the row, and Monetary as the Data.



4. Double-click the buttons to edit how the data appears. For example, we want to view the total sum of the monetary data in dollars, so we double-click Monetary, then select "Sum" in the menu that appears. Click "Number" on the right to change the units from numbers to currency so the

information will appear as dollars.



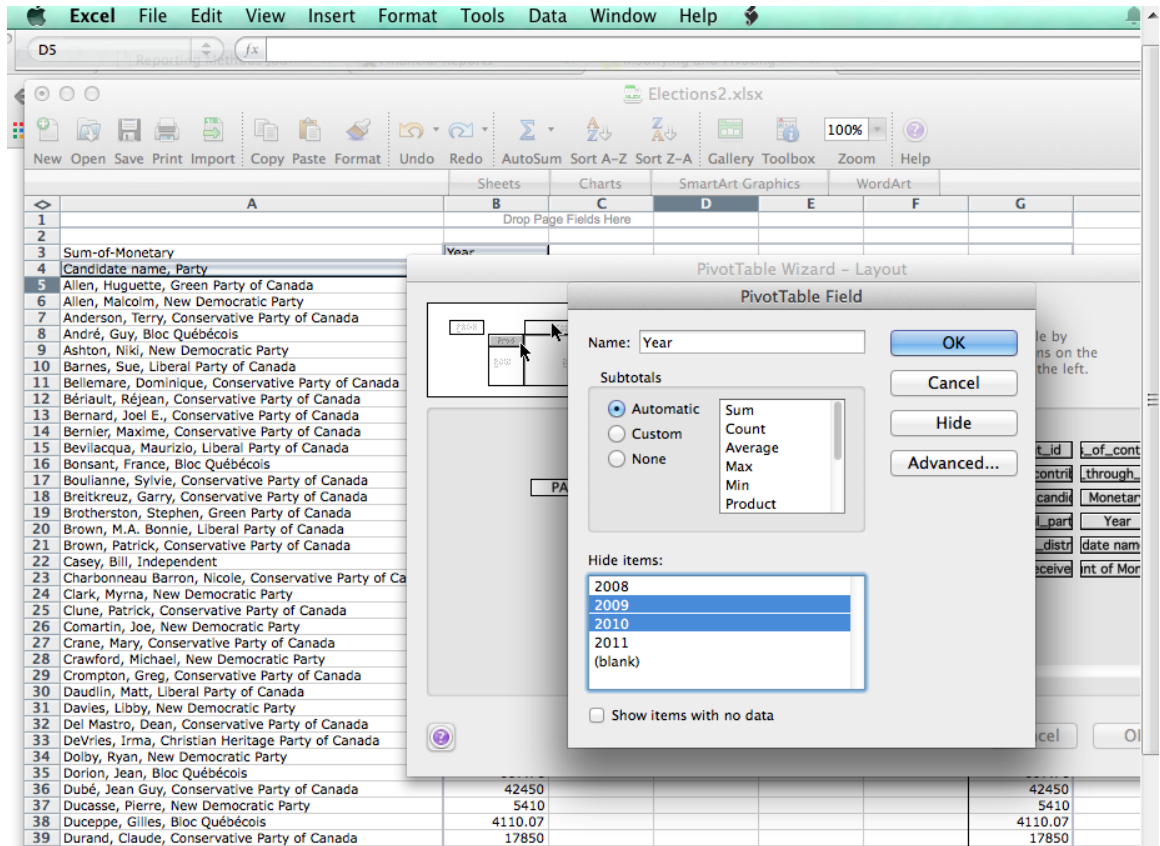
5. To see your progress, click “OK” to exit out of the Layout menu and “Finish” to return to the PivotTable. We’re not quite done here since we only want data from 2008 and

2011.

The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable is structured with 'Candidate name, Party' as the row labels and 'Year' as the column labels. The data is filtered for the year 2011. A 'Grand Total' column is also present. The PivotTable is located in the range B3:F37. The data is as follows:

Candidate name, Party	Year	Grand Total
Allen, Huguette, Green Party of Canada	2008	5380
Allen, Malcolm, New Democratic Party	2009	13495
Anderson, Terry, Conservative Party of Canada	2010	2900
André, Guy, Bloc Québécois	2011 (blank)	1300
Ashton, Niki, New Democratic Party		14600
Barnes, Sue, Liberal Party of Canada		7700
Bellemare, Dominique, Conservative Party of Canada		10925
Bériault, Réjean, Conservative Party of Canada		12300
Bernard, Joel E., Conservative Party of Canada		6750
Bernier, Maxime, Conservative Party of Canada		43020
Bevilacqua, Maurizio, Liberal Party of Canada		2000
Bonsant, France, Bloc Québécois		2506
Boulianne, Sylvie, Conservative Party of Canada		8750
Breitkreuz, Garry, Conservative Party of Canada		9288
Brotherston, Stephen, Green Party of Canada		1000
Brown, M.A. Bonnie, Liberal Party of Canada		14370
Brown, Patrick, Conservative Party of Canada		43325
Casey, Bill, Independent		64550
Charbonneau Barron, Nicole, Conservative Party of Canada		2850
Clark, Myrna, New Democratic Party		3000
Clune, Patrick, Conservative Party of Canada		16400
Comartin, Joe, New Democratic Party		18160
Crane, Mary, Conservative Party of Canada		17438.69
Crawford, Michael, New Democratic Party		9670
Crompton, Greg, Conservative Party of Canada		1300
Daudlin, Matt, Liberal Party of Canada		0
Davies, Libby, New Democratic Party		12299.49
Del Mastro, Dean, Conservative Party of Canada		13899.99
DeVries, Irma, Christian Heritage Party of Canada		3300
Dolby, Ryan, New Democratic Party		6030
Dorion, Jean, Bloc Québécois		997.76
Dubé, Jean Guy, Conservative Party of Canada		42450
Ducares, Blaine, New Democratic Party		5410

6. Go into Wizard and select “Layout” again. Double-click the Year button to edit the information.



7. To remove the years, select them under the “Hide Items” box at the bottom of the menu. Since we want to remove 2009, 2010 and the Blank bar, we need to select all three. Select 2008, hold the shift key and the down arrow to select everything below it. But we want to keep 2011 in there, so now hold the Command key and click on 2011 to unselect it.

- Click “OK” and “OK” again to return to the PivotTable main menu. Click “Finish” to view your completed table.

	Year	2008	2011	Grand Total
Sum-of-Monetary				
Candidate name, Party				
Allen, Huguette, Green Party of Canada		5380		5380
Allen, Malcolm, New Democratic Party		13495		13495
Anderson, Terry, Conservative Party of Canada		2900		2900
André, Guy, Bloc Québécois		1300		1300
Ashton, Niki, New Democratic Party		14600		14600
Barnes, Sue, Liberal Party of Canada		7700		7700
Bellemare, Dominique, Conservative Party of Canada		10925		10925
Bériault, Réjean, Conservative Party of Canada		12300		12300
Bernard, Joël E., Conservative Party of Canada		6750		6750
Bernier, Maxime, Conservative Party of Canada		43020		43020
Bevilacqua, Maurizio, Liberal Party of Canada		2000		2000
Bonsant, France, Bloc Québécois		2506		2506
Boullanne, Sylvie, Conservative Party of Canada		8750		8750
Breitkreuz, Garry, Conservative Party of Canada		9288		9288
Brotherston, Stephen, Green Party of Canada		1000		1000
Brown, M.A. Bonnie, Liberal Party of Canada		14370		14370
Brown, Patrick, Conservative Party of Canada		43325		43325
Casey, Bill, Independent		64550		64550
Charbonneau Barron, Nicole, Conservative Party of Canada		2850		2850
Clark, Myrna, New Democratic Party		3000		3000
Clune, Patrick, Conservative Party of Canada		16400		16400
Comartin, Joe, New Democratic Party		18160		18160
Crane, Mary, Conservative Party of Canada		17438.69		17438.69
Crawford, Michael, New Democratic Party		9670		9670
Crompton, Greg, Conservative Party of Canada		1300		1300
Daudlin, Matt, Liberal Party of Canada		0		0
Davies, Libby, New Democratic Party		12299.49		12299.49
Del Mastro, Dean, Conservative Party of Canada		13899.99		13899.99
DeVries, Irma, Christian Heritage Party of Canada		3300		3300
Dolby, Ryan, New Democratic Party		6030		6030
Dorion, Jean, Bloc Québécois		997.76		997.76
Dubé, Jean Guy, Conservative Party of Canada		42450		42450
Ducasse, Pierre, New Democratic Party		5410		5410
Duceppe, Gilles, Bloc Québécois		4110.07		4110.07
Durand, Claude, Conservative Party of Canada		17850		17850
Earle, Gordon S., New Democratic Party		15000		15000
Faille, Melli, Bloc Québécois		1600		1600