



Excel Skill #2: How to Create a Pivot Table (Mac Version)

1. Click anywhere inside your data array, navigate to the **Tables** tab, and click **New**. (Alternatively, you can go to **Insert > Table** via the top navigation).
2. Select the **Summarize with PivotTable** option from the **Tables** tab and then click **OK** on the pop-up menu.
3. You can now organize your data points by dragging and dropping specific fields (which are labeled according to the names of your columns) into different areas. For this example, we want to organize our data by post title. To do this, click and drag the “Title” field to the **Row Labels** area.
4. Now you can summarize all of the metrics you want to calculate by adding fields to the **Values** area. For this example, click and drag “Views,” “Links,” and “Comments” to the **Values** area.
5. The sum of a particular field will be calculated by default, but you can easily change this to average, maximum, minimum, etc. depending on what you want to calculate. To do this, just click on the small *i* next to each value and select the option you want. (For this example, we chose **Average**). Click **OK** once you’ve made your selection and your pivot table will be updated accordingly.

[Click here to learn more about creating pivot tables in Excel >>](#)