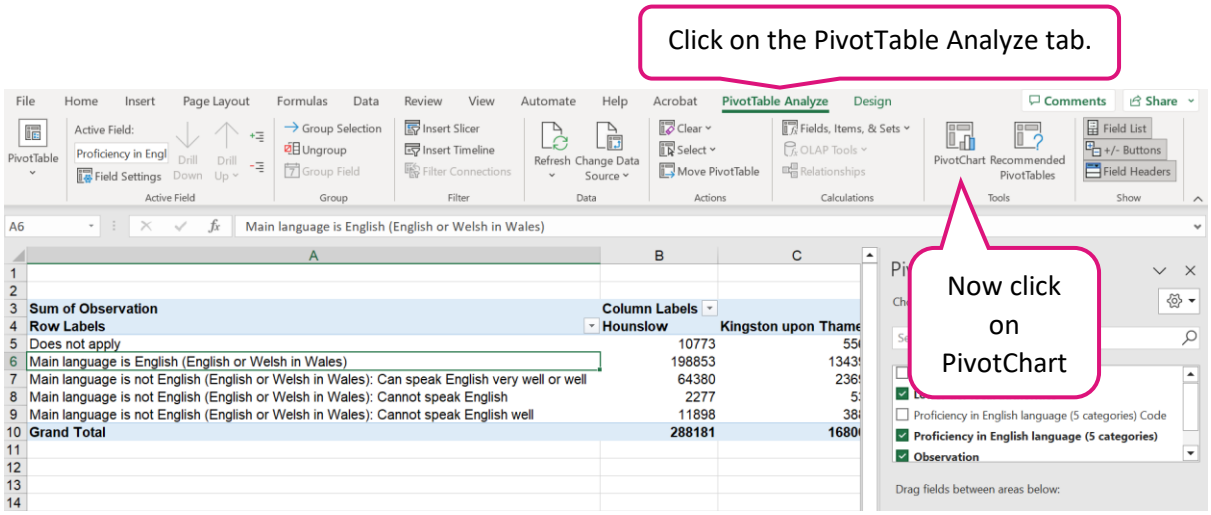
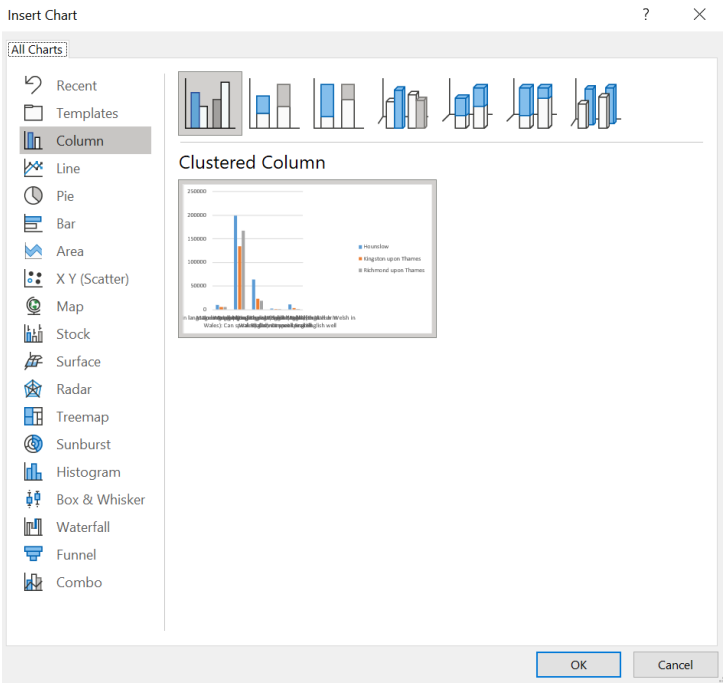
Creating a Pivot Chart for your Custom Data Set

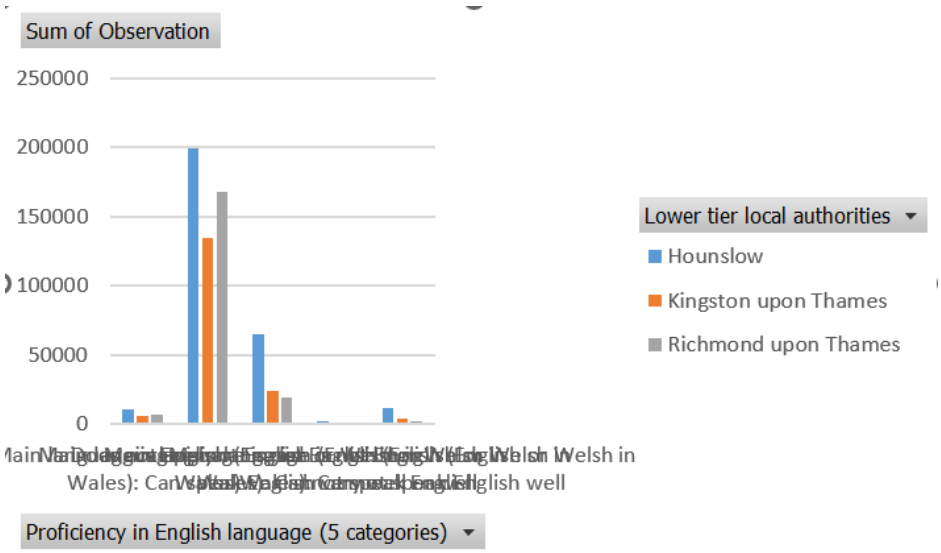
Once you have created a Pivot table using the Category data fields in your downloaded Custom data set, the next step you'll likely to want to do is visualise this data in a chart.



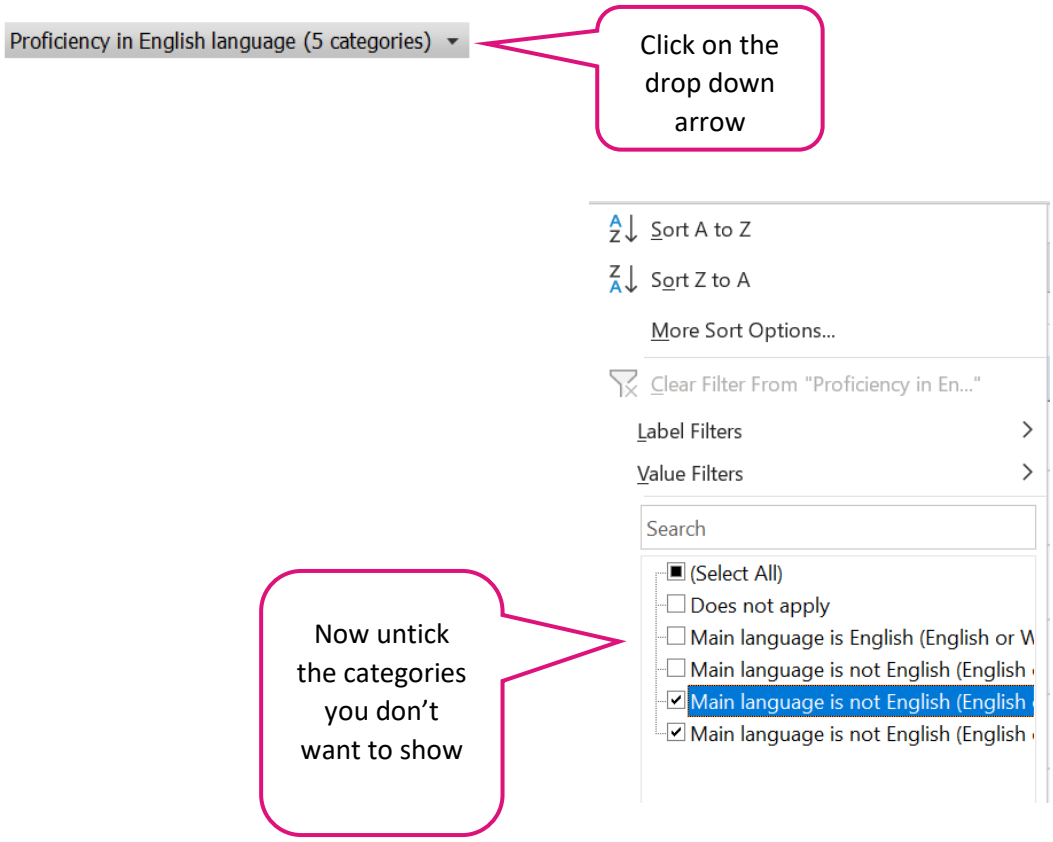
- Excel will suggest a Chart to use – in this case a Clustered Column works well with our data, so choose this suggested Chart. *(You can choose another chart either at this stage or later.)*



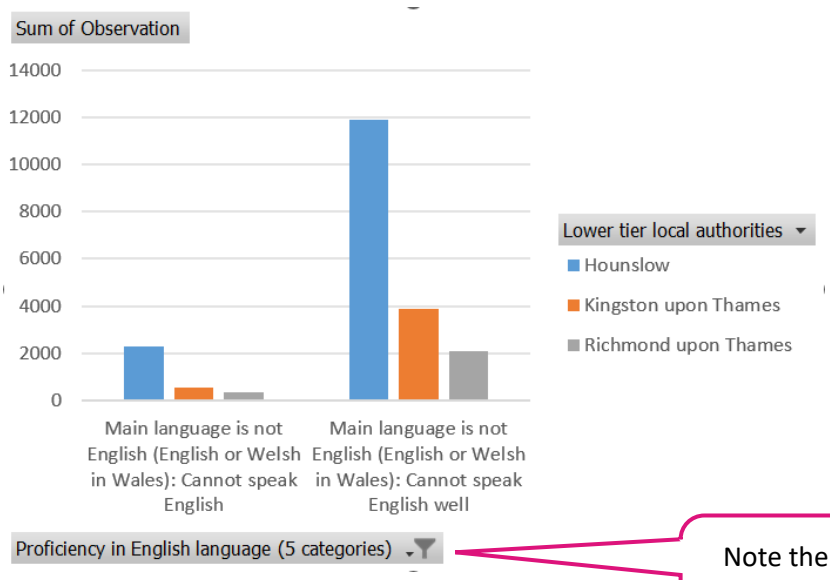
- The initial chart inserted looks a bit messy – but we can alter this so it's clearly showing the story the data is telling us (the point of a chart!).



- In this example, we are particularly interested in 2 of the 5 data categories available. So we can choose to Filter the data to only show these.



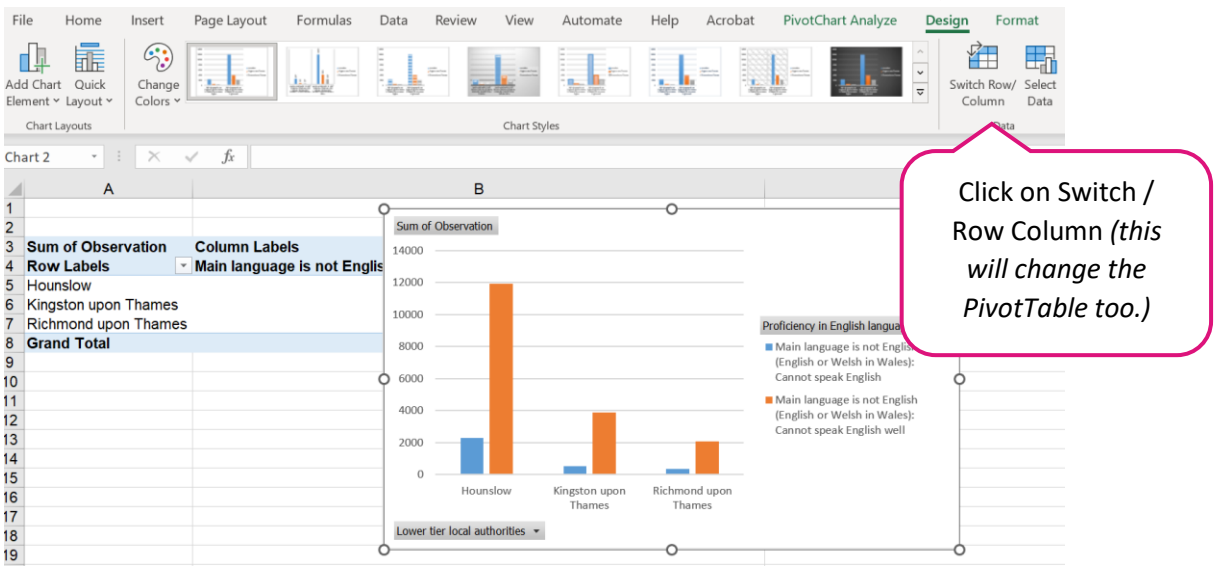
- This provides a cleaner looking chart focussing on those categories only.



Note the Funnel icon indicating the data is Filtered

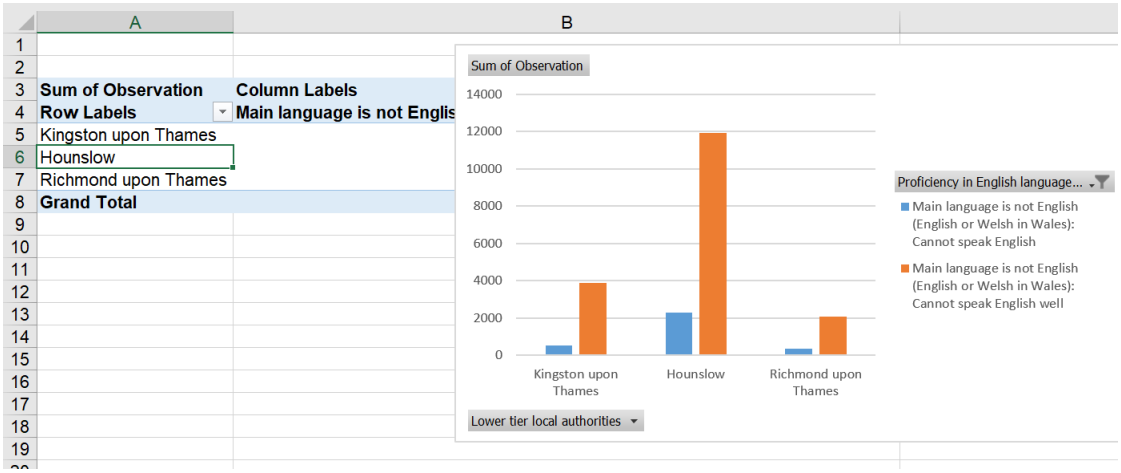
- Now we might want to change the chart so we have the boroughs on the horizontal axis. You could go back and change this in the Pivot Table (swapping boroughs and proficiency in English across the row and column quadrants) but you can also quickly change this in the Chart itself.

Go to the Design tab



Click on Switch / Row Column *(this will change the PivotTable too.)*

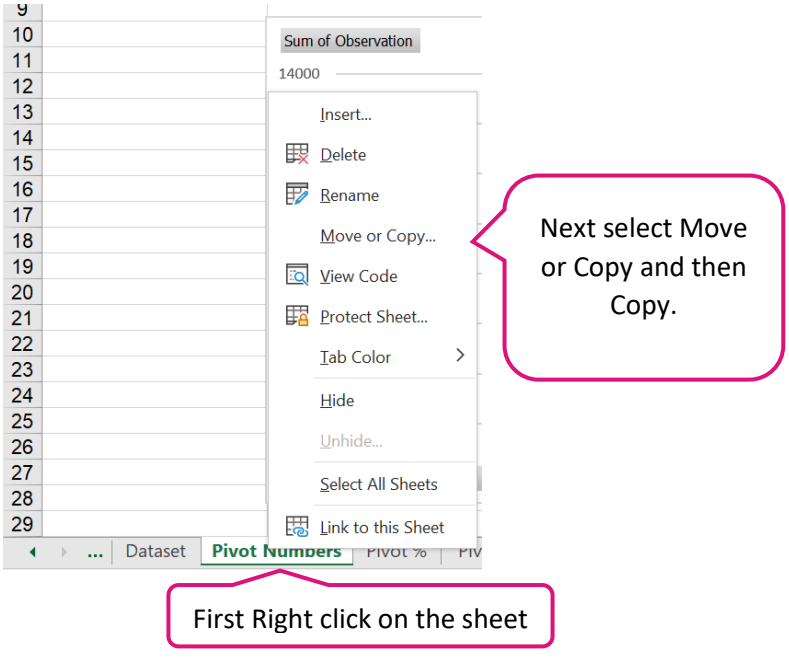
- To reorder your data in this case the order of boroughs – select the value in the Pivot table (in this case Hounslow), click on the Ctrl key on your keyboard and move your cursor until you see a faint (not bold) plus sign, then click and drag the cell up or down. This is a bit fiddly but persevere! You should see a horizontal (or vertical if reordering columns) line that moves to the new position as you drag the cell.



- If however you want to simply reorder based on values e.g. in descending or ascending order, just click on the arrow next to the row or column data and you'll see a Sort A to Z or Z to A.

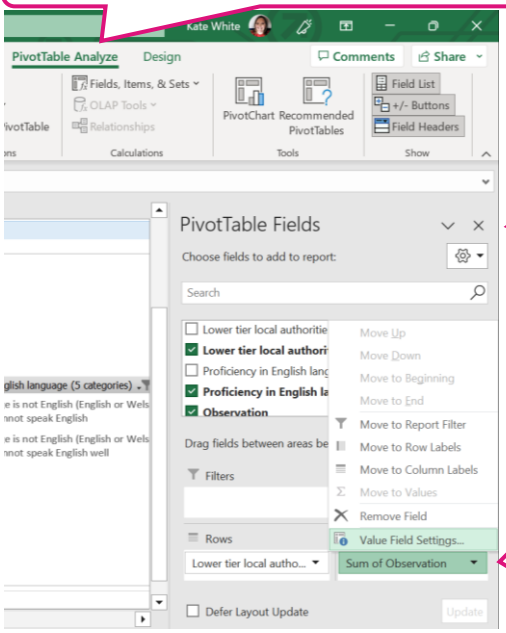
- So this produces a clear visual showing actual numbers. We might however want to compare borough proportions of these Proficiency of English language categories.

- Copy this sheet so you retain the PivotTable and Pivot Chart showing values and we can then recreate to show percentages.



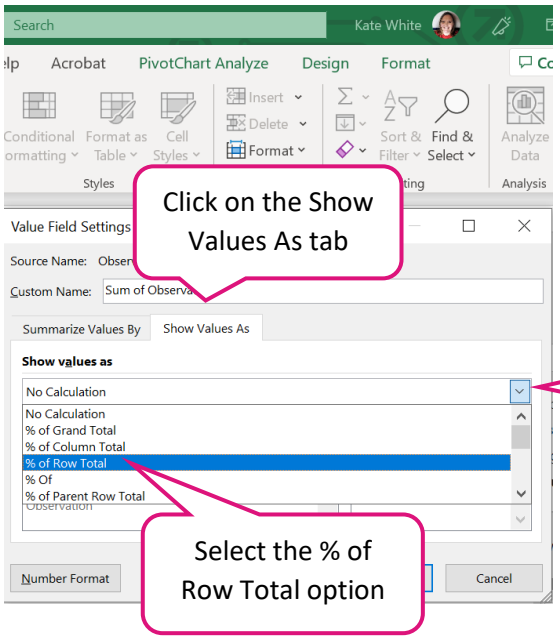
- Now we need to convert the values to percentages for each borough which will have a different total population.

Make sure you're in the PivotTable Analyze tab



Click on the Pivot Table so you see the right hand PivotTable Fields panel

Now click the drop down arrow in the Values quadrant next to Sum of Observations and select Value Field Settings



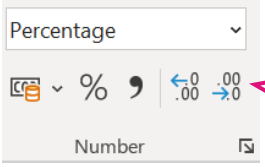
Click on the Show Values As tab

Click on the drop down arrow by No Calculation

Select the % of Row Total option

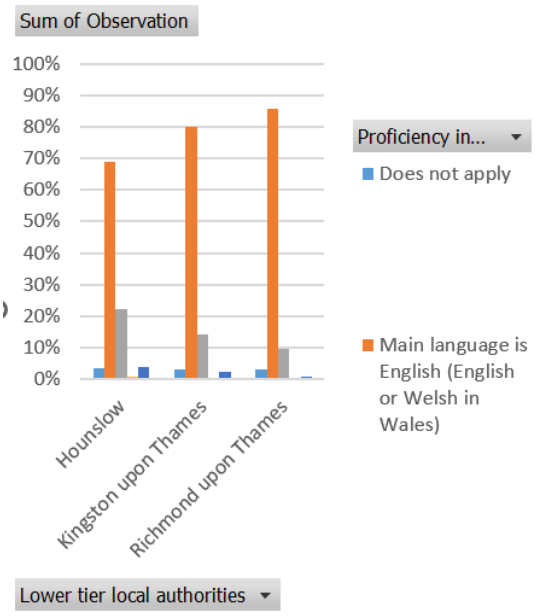
- Highlight the cells containing percentage values, go to the Home tab and…

3	Sum of Observation	Column Labels
4	Row Labels	Main language is not English (English or Welsh in Wales): Cannot speak English
5	Hounslow	16.06%
6	Kingston upon Thames	12.08%
7	Richmond upon Thames	14.26%
8	Grand Total	15.02%

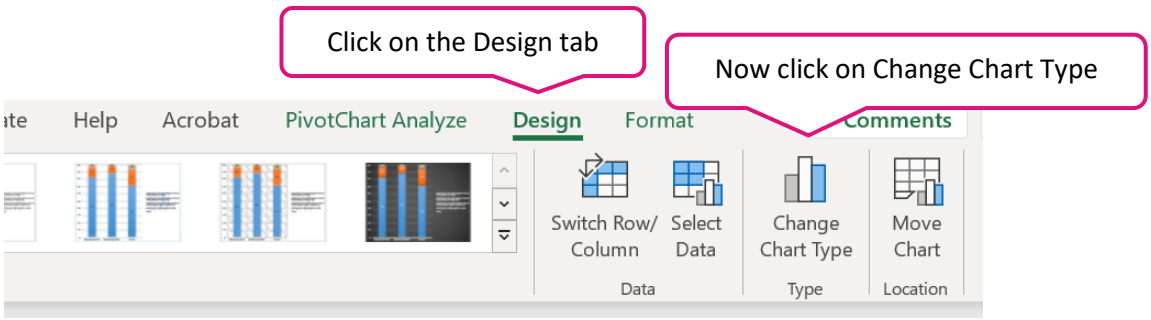


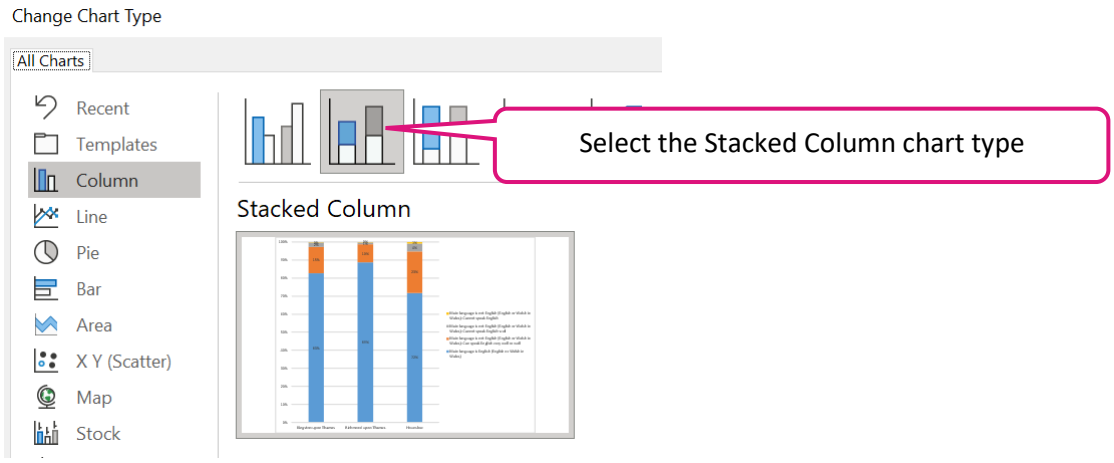
Click twice to reduce decimal places

- Now create a chart as outlined above



- The default chart inserted could be improved to better show the comparison of the percentage of the population with the different English language proficiencies.
- Click on the chart and then:





- After a little bit of tidying up and formatting – we now have a Stacked column chart clearly comparing the percentage of population who can't speak English well – 4% in Houslow vs 2% in Richmond and 1% in Kingston. (In this example you may want to increase decimal points to show further nuance re any percentage differences).