Florida Birth-to-Five Child Outcomes Measurement System

Tip Sheet for creating graphs using Pivot Table Information

Steps to copy values from the Pivot Tables:

1. After creating the Pivot table on a new excel worksheet place your curser over the word **Count** (cursor will turn into a right facing arrow ➜) in the cell of the pivot table that says **Count of PS1 delay** and left click, this will highlight the entire pivot table. Then right click and choose **copy**.

Count of ps1delay	ps2delay					
ps1delay	Average/above	Low Average	Moderate Delay	Significant delay	(blank)	Grand Total
Average/above	63	8	3	2		76
Low Average	21	4	3	1		29
Moderate Delay	21	5	1	4		31
Significant delay	13	4	2	8		27
(blank)						
Grand Total	118	21	9	15		163

2. Click on an empty cell below the pivot table to place the values. (The example below highlights A13 as an example of an empty cell.)

	A	B	C	D	E	F	G
1							
2							
3	Count of ps1delay	ps2delay					
4	ps1delay	Average/above	Low Average	Moderate Delay	Significant delay	(blank)	Grand Total
5	Average/above	63	8	3	2		76
6	Low Average	21	4	3	1		29
7	Moderate Delay	21	5	1	4		31
8	Significant delay	13	4	2	8		27
9	(blank)						
10	Grand Total	118	21	9	15		163
11							
12							
13							
14							

3. Right click on the empty cell and under the **Paste options** choose the 2nd option (*clip board with 123*). Once the values are placed, click on any empty cell to discontinue the highlighting of the area.

Creating a Bar Graph Chart from a Pivot Table:

4. Beginning with the cell below the cell containing **Count of**, highlight the area as indicated below: *Do not include (blank) or Grand Total*

12							
13	Count of ps1delay	ps2delay					
14	ps1delay	Average/above	Low Average	Moderate Delay	Significant delay	(blank)	Grand Total
15	Average/above	63	8	3	2		76
16	Low Average	21	4	3	1		29
17	Moderate Delay	21	5	1	4		31
18	Significant delay	13	4	2	8		27
19	(blank)						
20	Grand Total	118	21	9	15		163
21							
22							

5. On the bottom right hand corner of the highlighted area, there will be a graphic symbol, place your cursor over the symbol and click on it. A pop up box of different options will come up. Choose **Charts** and another set of options will come up and then choose the option **Clustered Column**.

6. Once your graph is created, right click on the first bar of the graph (far left) and select Add Data Label. Do the same with the other bars in the first section. This will label all the bars in the graph.

7. Repeat for Adaptive and Communication.

Important Notes:

- These graphs were created using Excel 2013, instructions for how to create graphs in older versions of Excel are the following: Excel **Charts** will be accessed by the top tabs under the option **INSERT,** then click **Column** and choose the first option under **2D**.)
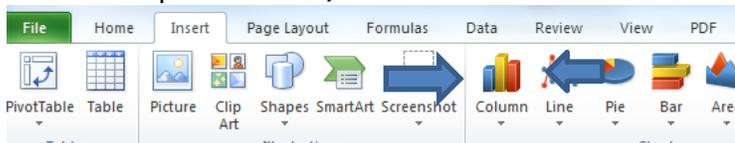
- In order to see the student names and OSEP categories that students are in-on the original pivot table, **double click** on the number that corresponds the group of students you would like to view.
  - See below, the group of students to be viewed are the 106 students that entered at Significant delay and exited at Average/Above.

EXIT Categories

ENTRY Categories

Count of com1delay	Column Labels				
Row Labels	**Average/above**	**Low Average**	**Moderate Delay**	**Significant delay**	**Grand Total**
Average/above	45	2		1	48
Low Average	26	4		1	31
Moderate Delay	20	1	1		22
Significant delay	106	24	20	91	241
Grand Total	**197**	**31**	**21**	**93**	**342**