Florida Birth-to-Five Child Outcomes Measurement System

Tip Sheet for creating Pivot Tables

**Steps to create Pivot Table in Excel 2010 & later:**

Fields to use in the following instructions are located in your Excel file as follows:

- Columns S & T ('ps1delay,' 'ps2delay'): delay category for Personal Social on entry and exit
- Columns U & V ('com1delay,' 'com2delay'): delay category for Communication on entry and exit
- Columns W & X ('adp1delay,' 'adp2delay'): delay category for Adaptive on entry and exit
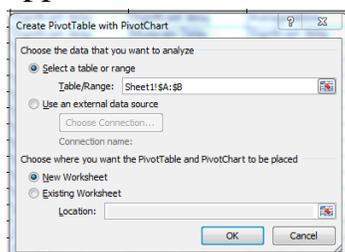
1. Open your Excel file (##_CHILD_OUTCOMES_DATA_2016_2017) from the FCOMS CD and click the arrow in the left hand corner to highlight the entire worksheet.
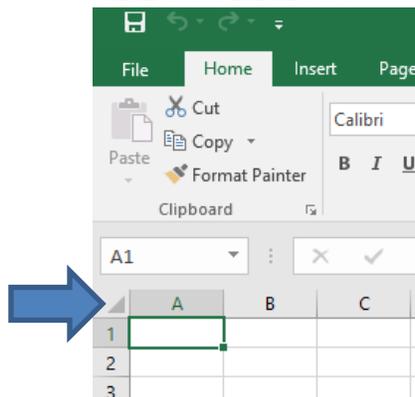
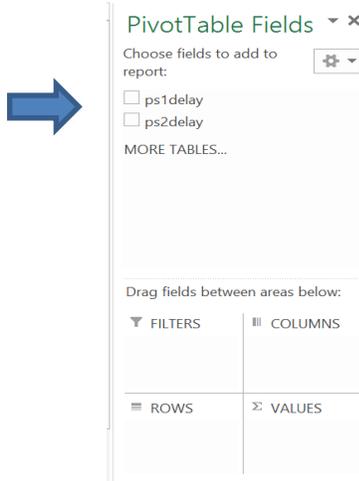2. Click on the **Insert** tab and then click on **PivotTable**.
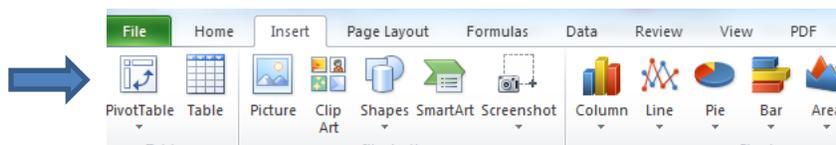
3. A dialogue box will appear to select where you want your pivot table to appear: Click **OK**.

4. A new worksheet will open up. You will see a 'PivotTable Field List' with empty check boxes for all of the fields on the worksheet.

5. Scroll down the list of fields and check the two boxes that say 'ps1delay' and 'ps2delay'. The two options will appear at the bottom in the 'rows' field.
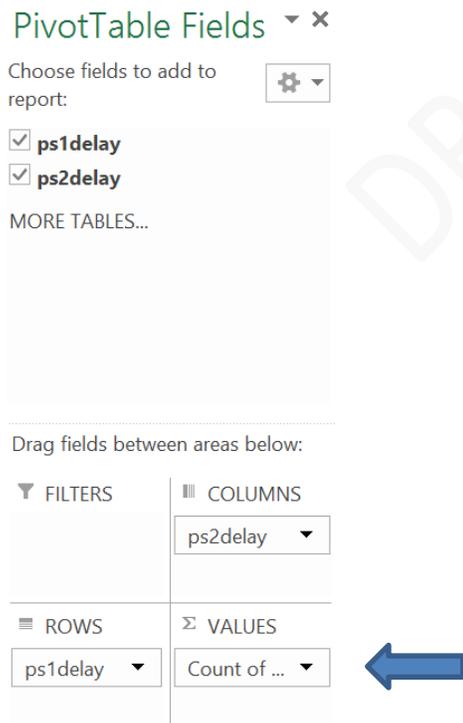
6. Drag the 'ps2delay' from the 'rows' to the 'Column' box.

7. Then go back to the 'Choose fields to add to report' window and drag 'ps1delay' to the 'values' window.

8. There will be a pivot table with values towards the left hand side of the worksheet:

Count of ps1delay	Column Labels					
Row Labels	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

9. Repeat the above steps for the Adaptive and Communication domains.

Important Notes:

- You may label each worksheet by double clicking on the tab at the bottom: Personal Social/Adaptive/Communication

| Personal Social | Adaptive | **Communication** | (+) |

Interpretation of the pivot table:

Description of the values presented in rows and columns:

Rows – entry delay category: The numbers seen in rows represent counts related to the entry delay category, since we placed that data element into the row labels field when creating this table. Accordingly, the grand totals that are presented at the end of each row are the totals for each delay category on entry.

Columns – exit delay category: The numbers in the columns represent counts related to the exit delay category because this data element was placed in the column labels field when creating this table. Thus, the column totals represent counts for each exit delay category.

Reading the table:

Reading horizontally: Horizontal review of the table provides the distribution of children into exit delay categories, based on their entry delay category.

Reading vertically: Vertical review of the table provides the distribution of children into entry delay categories, based on their exit delay category.