



The top rows of the form show the fields available for analysis. We refer to these as “FILTER” fields.

At the left, below the FILTER field rows, I have placed a field named “Index No”. This is called the DATA field. It is the field that will be summarized.

To the right of the DATA field is the field to be used to create the tabulation. It is called the COLUMN field.

Below the DATA fields is the “HEADER” or GROUPING FIELD, which is the part of the tabulation. So in the above example, we will count the IndexNo and tabulate it by CEMETERY and YEAR. This provides a basic table of services conducted in each cemetery for each year.

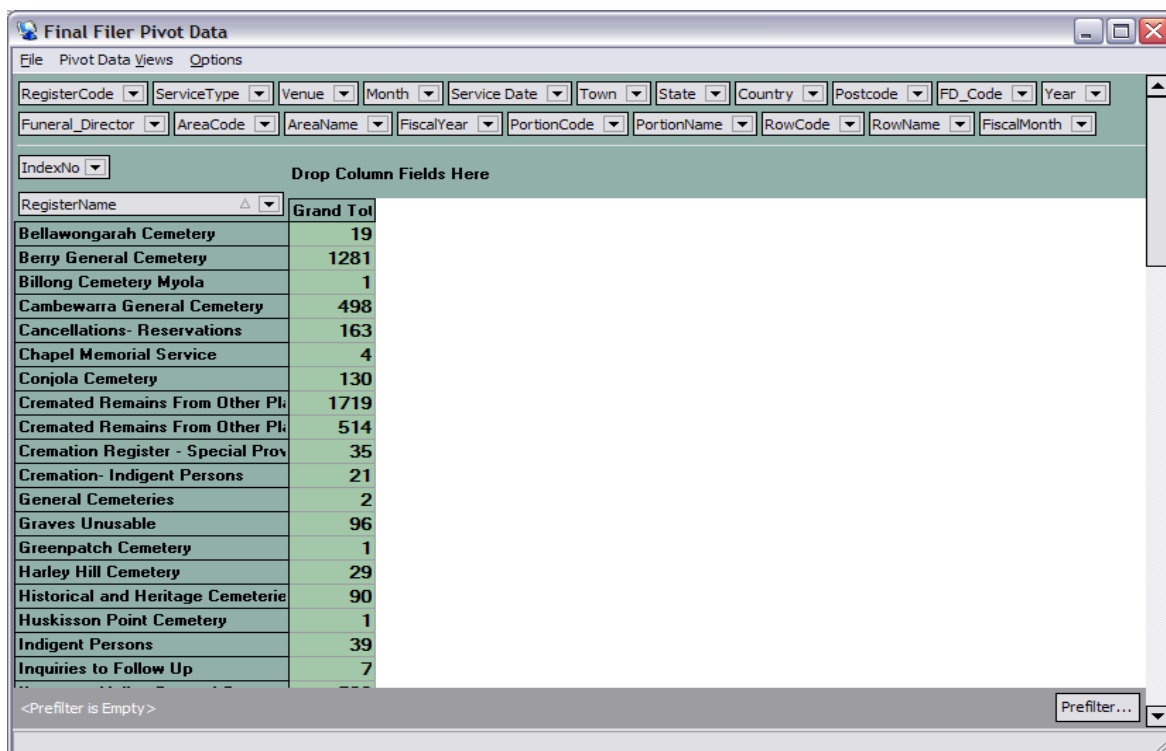
At the bottom right is the “PRE-FILTER” field. It will let you apply additional filters to fine tune the report.

## MOVING FIELDS AROUND

To remove a data, grouping or column field, simply drag & drop it onto the FILTER FIELD rows.

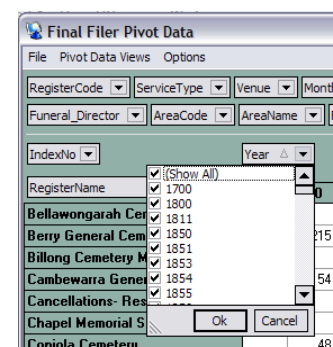
Conversely, any FILTER field can be dragged and dropped onto a COLUMN, DATA and GROUPING field area to create all manner of cross tab data views.

Using the above example, if you were to drag the COLUMN field “Year” and drop it onto the FILTER data rows, you'd see:



To limit the Column range, say from the year 2000 to 2005, place the YEAR field on the COLUMN area.

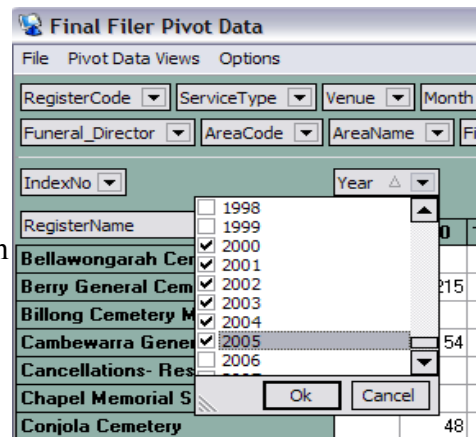
Click the little DOWN arrow at the right of the (YEAR) field and UNCHECK the (Show All) option.



Then scroll through the list and check the years you want:

Click OK.

If you have lots of cemeteries like us, you might only want a subset of them. So., do the same for the GROUP field, in this case “RegisterName”. I am going to limit my reporting to NOWRA, BERRY and KANGAROO VALLEY register. I am also going to include the reservation registers:



RegisterName	2000	2001	2002	2003	2004	2005	Grand Tot
Reservations - Sandridge	15	8	12	12	12	15	74
Reservations - Sandridge	4	3		4	1	5	17
Reservations - Berry Cer	20	16	17	23	16	10	102
Reservations - Berry Cer	3	5	6		4	3	21
Reservations - Cambewar	9	4	1	3	7	5	29
Reservations - Conjola C	6	1	1	1	1	4	14
Reservations - Kangaroo	2	1		6	5	2	16
Reservations - Kangaroo	1	2		2	2	1	8
Reservations - Nowra Cemeter			2	5	1	3	11
Reservations - Nowra Cemeter M	1	1		1		1	4
Grand Total	61	41	39	57	49	49	296

Now we have the services count for a selected group of cemetery registers in the range of 2000-2005.

What if we wanted to see the count for OCTOBER each year?

There are two methods;

## 1) Group Columns - By Year/ Month

Drag the MONTH field from the FILTER fields and drop it onto the column field area:

Now you can expand each YEAR column and see the result for each month, including OCTOBER.

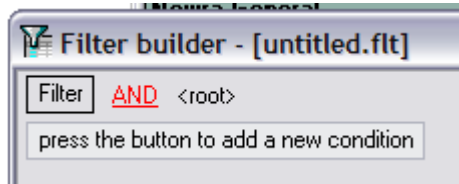
However, a better way is to use the PreFilter button at the bottom Right.

To start, drag the MONTH field and drop it back on the FILTER fields area.

Then click the

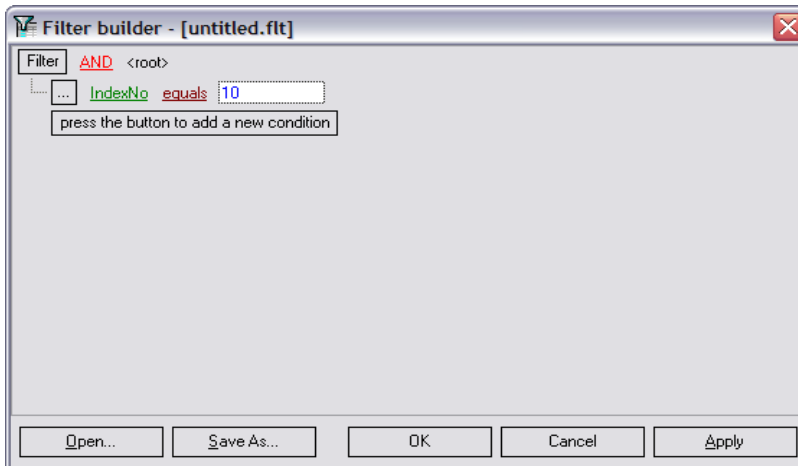
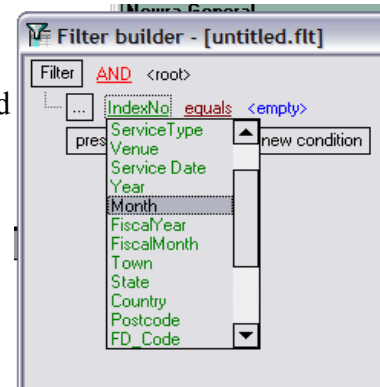
RegisterName	= 2000												2000	+ 200	+ 200	+ 200	+ 200	+ 200	+ 200
	1	2	3	4	5	6	7	8	9	10	11	12							
Berry General Cemetery		1	4	2	1	1	1	1	3	1			15	8	12	12	12	15	
Kangaroo Valley General Cemeter	1								1			2	4	3		4	1	5	
Nowra General	1	5		1	1	5				1	2	4	20	16	17	23	16	10	
Nowra Lawn Cemetery			1	1								1	3	5	6		4	3	
Reservations - Berry Cemetery			2	1		4						2	9	4	1	3	7	5	
Reservations - Berry Cemetery Me				2		1						3	6	1	1	1	1	4	
Reservations - Kangaroo Valley C				2									2	1		6	5	2	
Reservations - Kangaroo Valley M						1							1	2		2	2	1	
Reservations - Nowra Cemetery															2	5	1	3	
Reservations - Nowra Cemetery M			1										1	1		1		1	
Grand Total	2	6	8	9	2	12	1	2	4	1	2	12	61	41	39	57	49	49	

PREFILTER button at the bottom right. The filter dialog should appear.



Click on the 'Press the button to add a new condition' button.

Click on the **IndexNo** label, The field selection box appears. Find and click on **Month**.



Enter 10, which is OCTOBER, and click APPLY and then CLICK ok.

Your display will now show you the summary for OCTOBER for each of the years.

You can of course, Prefilter by any of the fields in the list, like TOWN, age, gender, funeral director etc.

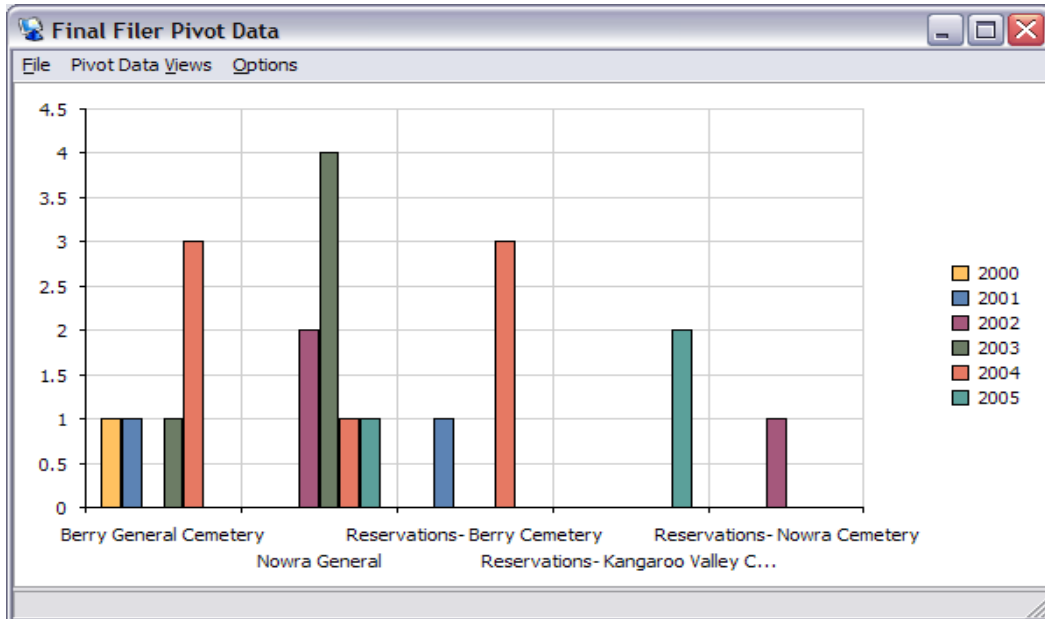
You can save prefilters and recall them later.

RegisterName	2000	2001	2002	2003	2004	2005	Grand Tot
Berry General Cemetery	1	1		1	3		6
Nowra General			2	4	1	1	8
Reservations- Berry Cemetery		1			3		4
Reservations- Kangaroo Valley Ci						2	2
Reservations- Nowra Cemetery			1				1
<b>Grand Total</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>7</b>	<b>3</b>	<b>21</b>

To print. Prepare your data. Click the OPTIONS menu and uncheck the FILTER, DATA, COLUMN and PREFILTER items. This will hide them from view. No click the FILE menu and hit PRINT/PREVIEW.

## CHARTING.

To see a chart (graph) of your data, press F11



To print the graph, click the FILE > PRINT PREVIEW menu item.

SPECIAL NOTE. Don't forget to check the FILTER, DATA, COLUMN and PREFILTER items on the Options Menu when you're ready to continue designing your pivot data view.

Have fun!