

## How to create a pivot table and histogram<sup>1,2</sup>

Step 1:

Download the excel file audit.xlsx that is posted on Blackboard. You can find this data file on your Cengage eBook also.

Step 2:

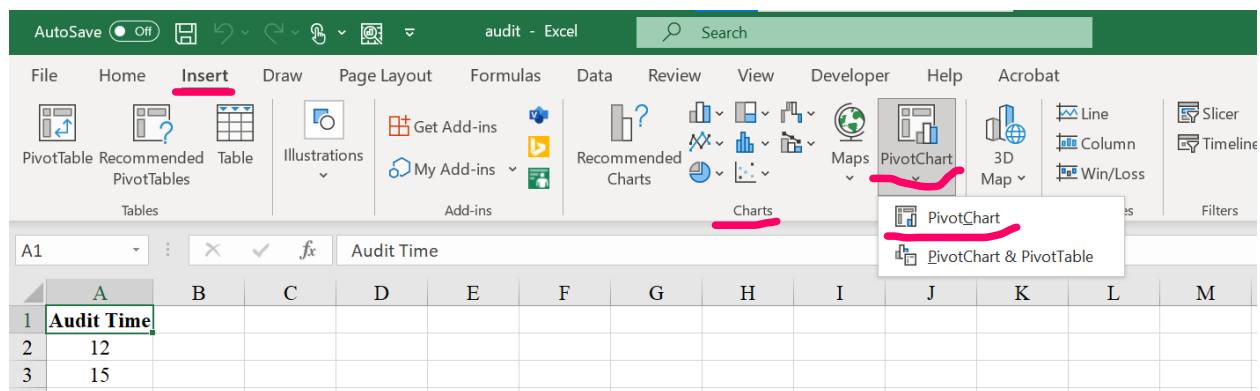
Click the **Insert** tab on the Ribbon/Menu bar.

Step 3:

In the **Charts** group, click **PivotChart**

Step 4:

Select **PivotChart** from the list of options that appears. Click on PivotChart as shown below:



Step 5:

When the Create PivotChart dialog box appears,

Choose **Select a table or range**,

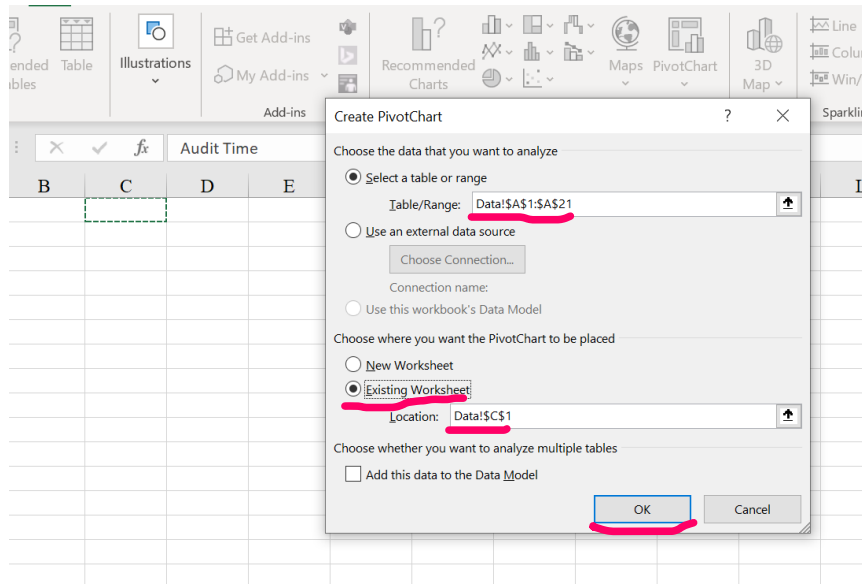
Enter **A1:A21** in the **Table/Range** box,

Choose **Existing Worksheet** as the location for the PivotChart,

Enter **C1** in the **Location** box,

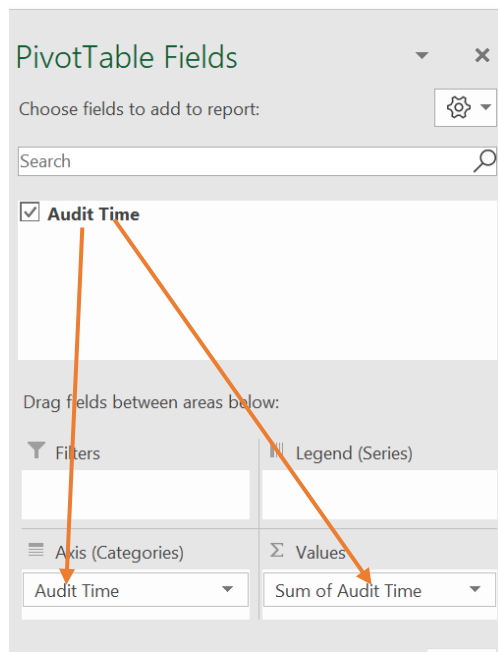
Click **OK** as shown below.

<sup>1</sup> Adapted from the textbook Anderson, Sweeney, Williams, Camm, Cochran, Fry and Ohlmann. Essentials of Statistics for Business & Economics, 9th Edition



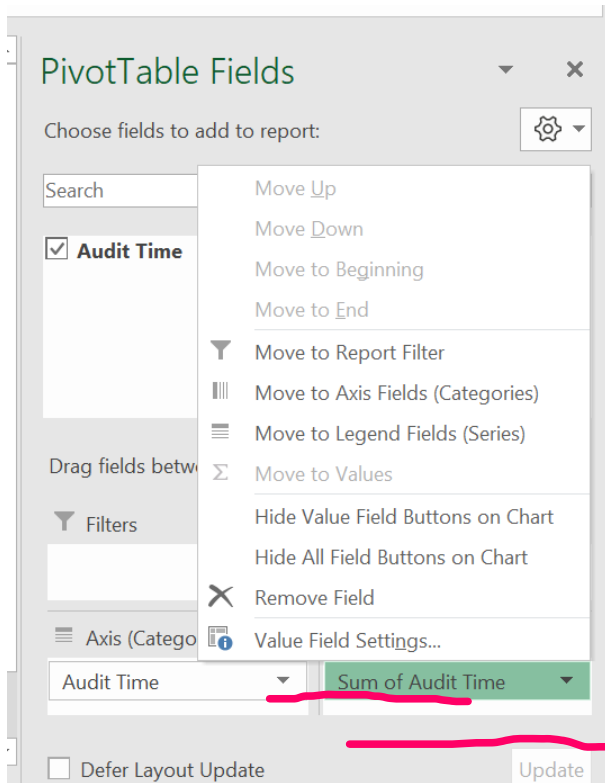
Step 6:

In the **PivotChart Fields List**, go to **Choose Fields to add to report**  
Drag the **Audit Time** field to the **Axis (Categories)** area  
Drag the **Audit Time** field to the **Values** area



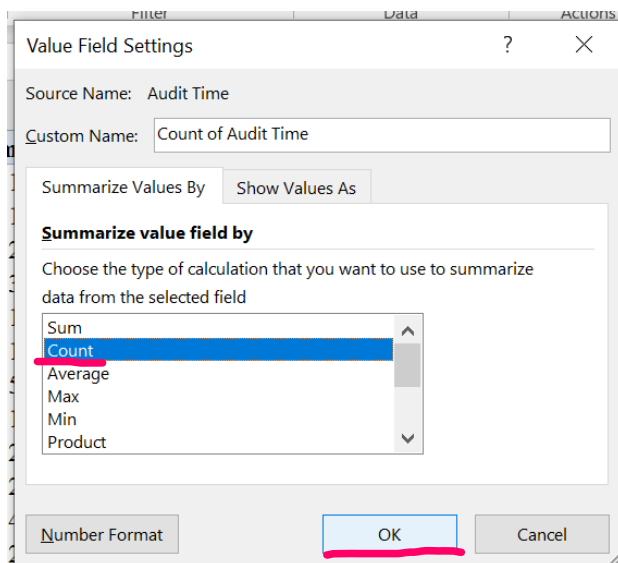
Step 7:

Click Sum of Audit Time in the Values area. Select Value Field Settings from the list of options that appears.




Step 8:

When the Value Field Settings dialog box appears, under Summarize value field by, choose Count and click OK.

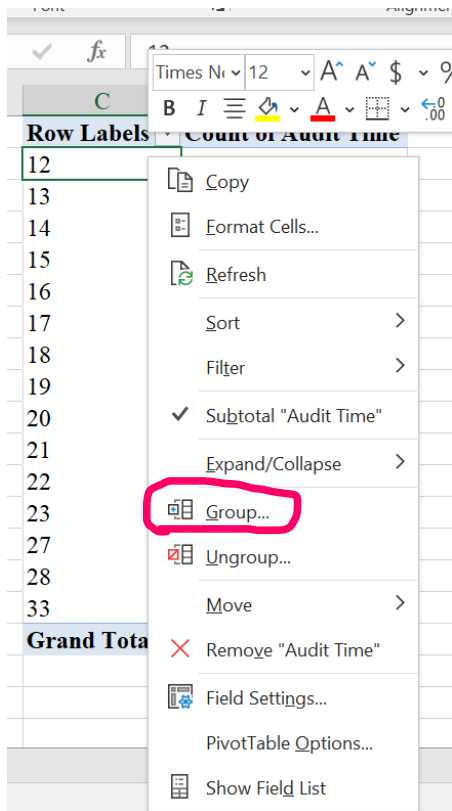


Step9:

Close the **PivotChart Fields List** by clicking on the  in the upper right hand corner

Step 10:

Right-click cell C2 or any other cell in the PivotTable report containing an audit time. Now choose **Group** from the list of options that appears.



Step 11:

When the **Grouping** dialog box appears,

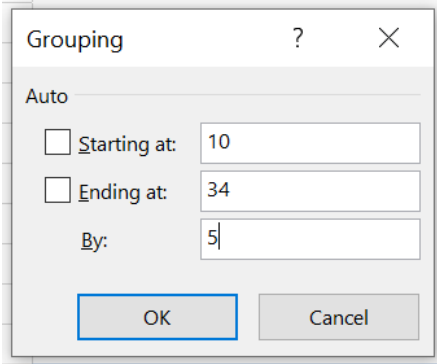
Enter *10* in the **Starting at:** box

Enter *34* in the **Ending at:** box

Enter *5* in the **By:** box

Click **OK** (a PivotChart will appear)

Note 10 is lower than the minimum value in the data, while 34 is the highest value in the data. 5 is the class interval size of the data.



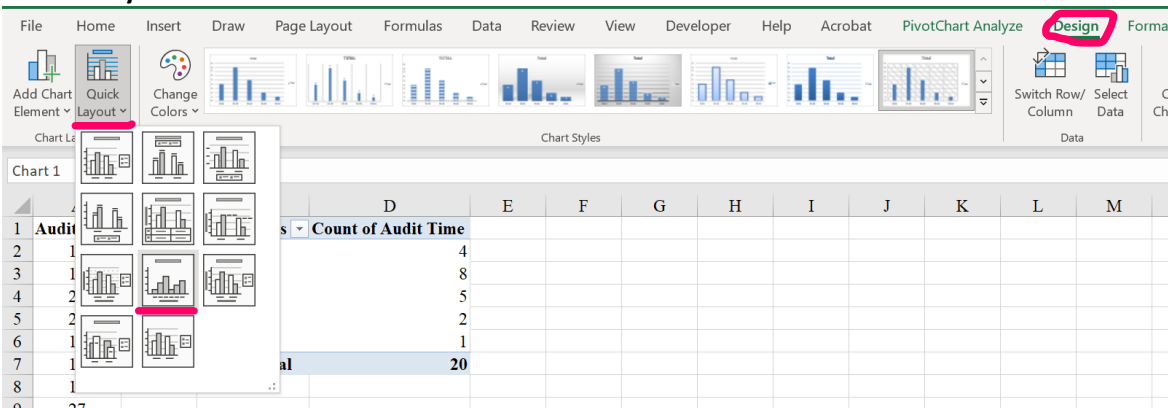
## Step 12

Click inside the resulting PivotChart.

Click the **Design** tab on the Ribbon under **PivotChart Tools**

In the **Chart Layouts** group, click the **Quick Layout** button

Choose **Layout 8**

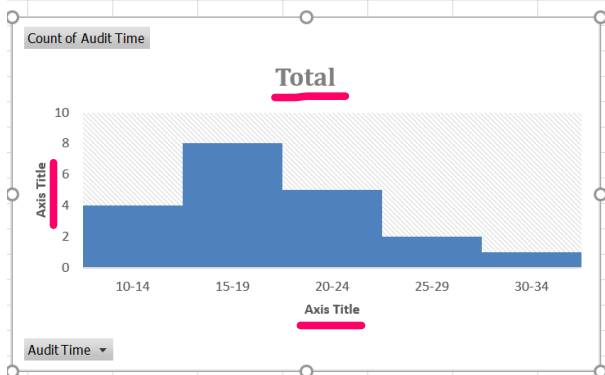


## Step 15

Click the horizontal **Axis Title** placeholder and replace it with *Audit Time in Days*

Click the vertical **Axis Title** placeholder and replace it with *Frequency*

Click the **Chart Title** and replace it with *Histogram of Audit Time Data*



## Step 16:

Save the file as lastname.firstname.histogram.xlsx.