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Design

PivotTable Name: PivotTable1

Active Field: Department

Options

Field Settings

Group Selection

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Group Field

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Summarize Values By

Show Values As

Fields, Items, & Sets

PivotChart

OLAP Tools

What-If Analysis

Field List

+/- Buttons

Field Headers

A9 Admin.

Drop Report Filter Fields Here					
Sum of Salary	Division	Games	Teaching Aids	Toys	Grand Total
Department	Position				
Accounting	Accountant	\$63,078	\$83,742	\$57,641	\$204,461
	Accounting Assist.	\$55,196	\$27,598	\$51,453	\$134,247
	Group Admin. Assist.	\$28,044	\$29,045	\$28,044	\$85,133
Accounting Total		\$146,318	\$140,385	\$137,137	\$423,840
Admin.	Admin. Assist.	\$90,915	\$110,259	\$77,748	\$278,922
	Office Manager	\$65,822			\$65,822
	Unit Mgr.	\$79,061	\$72,820	\$116,511	\$268,392
Admin. Total		\$235,798	\$183,078	\$194,260	\$613,136
Art	Design Assist.	\$23,239	\$23,239	\$25,176	\$71,655
	Design Specialist	\$35,785	\$75,034	\$58,873	\$169,692
Art Total		\$59,025	\$98,273	\$84,049	\$241,347
Engineering	Admin. Assist.	\$25,147	\$29,983	\$29,983	\$85,112
	Engineering Mgr.	\$62,590	\$79,280	\$70,935	\$212,805
	Group Admin. Assist.	\$23,036	\$23,036	\$33,051	\$79,123

PivotTable Field List

Choose fields to add to report:

☐ Emp ID
☐ Last Name
☐ First Name
☒ Position
☒ Department
☒ Division
☒ Salary
☐ Start Date
☐ Birth Date

Drag fields between areas below:

Report Filter

Column Labels

Row Labels

Values

Division

Sum of Sa...

☐ Defer Layout Upd...

Update