

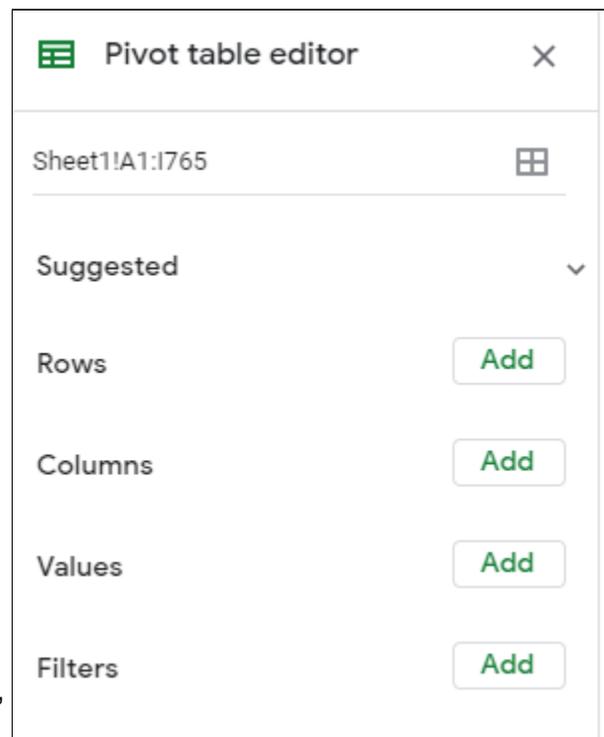
Pivot Tables on Google Sheets — One Pager

Pivot tables are great ways to summarize data quickly and filter by different conditions.

Here's how to make one in Google Sheets:

- 1) At the top of the page, click on the tab INSERT -> Pivot Table
- 2) You will have two options:
 - a) First, select your data range. Google Sheets will sometimes suggest data ranges automatically. You can type your data range or click on the grid symbol to highlight the data instead.
 - b) Second, choose where you want to insert the Pivot Table. CU-CitizenAccess recommends choosing “New Sheet” in order to keep data clean and organized.

- 3) The pivot table will open and the **Pivot Table Editor** will also appear on the right side. From here, you can drag and drop column names from the right side to the Rows, Columns, Values, and Filters sections in the Editor. You can also click on the “Add” button next to each section.



- 4) A quick breakdown of the sections:
 - a) **Rows:** The primary column for analysis, the “X” value, usually nominal variables like categories, people, or geographic areas.
 - b) **Columns:** Secondary categories used to examine the “in-betweens” of data categories. Often used to find cross-categorical patterns based on certain values.
 - c) **Values:** The data field used to populate the pivot table, like numbers, money, frequency/count of row variables, or median/mean/maximum/etc.

- Add multiple values to summarize more information at once.

- d) **Filters:** Used to exclude values based on the chosen data field. You can filter by date, time, state — anything. Not great for filtering out variables with lots of possible values, like addresses. Specific variables are good here.
- 5) Data answers questions — think about what the audience would want to know.
- a) What is the most common X?
 - b) What is the increase over time of X for Y people/category?
 - c) What is the average X and how does it compare to Y's X?
 - i) *Ex: What is the average salary and how does it compare to the CEO's salary?*
 - d) Is X more common than X2 for Y category?
 - i) *Ex: Is being given a ticket more common than getting arrested for black drivers?*
 - e) Where (X) are Y things/events/people within Z?
 - i) *Ex: Where are the most traffic accidents within the Campustown zip codes?*

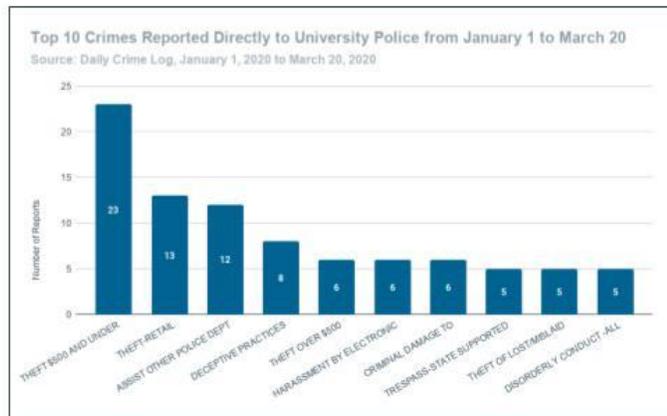
If you organize pivot tables into new sheets, then each sheet with a pivot table would answer one question like the ones above. You can organize them further by naming each sheet so you're not juggling between them to find what you need.

- Pivot Tables are the most effective way to turn data like this...

Incident	Date reported	Time report	Date occurred	Time occur	General Location	Crime Description	Disposition
IF200001	1/1/2020	3:45	1/1/2020	3:45	GOODWIN AVE / UNIVERSITY AVE	LIQ-UNDERAGE	ADMIN CLOSED
II2000001	1/3/2020	11:25	1/2/2020	18:57	HAINES BLVD / PINE ST S	HARASSMENT BY ELECTRONIC COMMUNICAT	PENDING
II2000003	1/3/2020	22:59	1/3/2020	22:59	FIRST ST S / WINDSOR RD E	DRIVING UNDER THE INFL-ALCOHOL	ARREST
II2000003	1/3/2020	22:59	1/3/2020	22:59	FIRST ST S / WINDSOR RD E	BREATH ALCOHOL OVER LIMIT	ARREST
II2000004	1/4/2020	3:01	1/3/2020	17:00	BECKMAN INSTITUTE	THEFT \$500 AND UNDER	ADMIN CLOSED
II2000005	1/4/2020	2:53	1/4/2020	2:51	NEIL ST S / WINDSOR RD	ILLEGAL TRANSPORTATION OF LIQUOR	PENDING
II2000005	1/4/2020	2:53	1/4/2020	2:51	NEIL ST S / WINDSOR RD	OTHER CRIMINAL OFFENSES	ADMIN CLOSED
II2000005	1/4/2020	2:53	1/4/2020	2:51	NEIL ST S / WINDSOR RD	DRIVING UNDER THE INFL-ALCOHOL	ARREST
II2000005	1/4/2020	2:53	1/4/2020	2:51	NEIL ST S / WINDSOR RD	BREATH ALCOHOL OVER LIMIT	ARREST

- Into these:

Crime	# of Reports
THEFT \$500 AND UNDER	23
THEFT-RETAIL	13
ASSIST OTHER POLICE DEPT	12
DECEPTIVE PRACTICES	8
THEFT OVER \$500	6
HARASSMENT BY ELECTRONIC COM	6
CRIMINAL DAMAGE TO PROPERTY	6
TRESPASS-STATE SUPPORTED LAND	5
THEFT OF LOST/MISLAID PROPERTY	5
DISORDERLY CONDUCT-ALL OTHER	5



Rows Add

Crime Description X

Order: Descending Sort by: COUNTA of Cri...

Show totals

Columns Add

Values Add

Crime Description X

Summarize by: COUNTA Show as: Default



Crime Description	COUNTA of Cr
THEFT \$500 AND UNDER	47
UNLAWFUL USE OF I.D.	44
CRIMINAL DAMAGE TO PROPERTY	27
LIQ-UNDERAGE	25
BURGLARY	25
THEFT	24
DECEPTIVE PRACTICES	21
MIP ALCOHOL/LIQUOR	19
ASSIST OTHER POLICE DEPT	19
STALKING	17