

Turning your Data Inside-Out

PivotTables for Institutional Researchers
2010 NCAIR Annual Conference
Kitty Hawk, NC

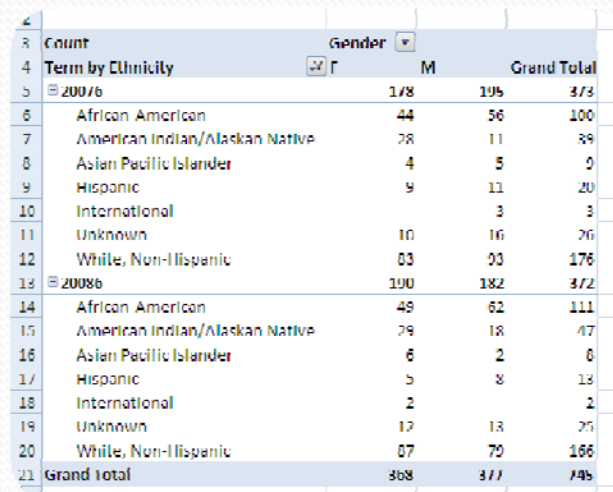


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What is a PivotTable?

A **PivotTable** is an interactive table that enables you to group and summarize either a range of data or an Excel table into a concise, tabular format for easier reporting and analysis



The image shows a screenshot of an Excel PivotTable. The table is filtered by 'Term by Ethnicity' and is organized into two main sections: '2007b' and '2008b'. The columns are 'Count', 'Gender' (with a dropdown menu), 'M', and 'Grand Total'. The rows list various ethnicities: African American, American Indian/Alaskan Native, Asian Pacific Islander, Hispanic, International, Unknown, and White, Non-Hispanic. The 'Grand Total' row at the bottom shows a total count of 368, with 177 males and 191 females.

	Count	Gender	M	Grand Total	
2007b			178	195	373
African American	44		56	100	
American Indian/Alaskan Native	28		11	39	
Asian Pacific Islander	4		5	9	
Hispanic	9		11	20	
International			3	3	
Unknown	10		16	26	
White, Non-Hispanic	83		93	176	
2008b			190	182	372
African American	48		62	111	
American Indian/Alaskan Native	29		18	47	
Asian Pacific Islander	6		2	8	
Hispanic	5		8	13	
International	2			2	
Unknown	12		13	25	
White, Non-Hispanic	87		79	166	
Grand total			368	377	745

PivotTable allows you to...

- Turn the same information around to examine it from different angles, or perspectives
- Quickly summarize long lists of data
- Calculate summary information without writing any formulas or copying any cells
- Create a summary using raw census data
- Answer specific questions asked by Administrators and Faculty
- Easily rearrange the pivot table so that it summarizes the data based on gender, age groupings or geographic location with the drag of a mouse

Advantages

- Interactive, Dynamic, Easy to update
- PivotTables will not use a lot of memory from your PC
- Information can be updated each time when a Workbook is open and/or by clicking Refresh
- You can move the data around, hide and display different category fields to provide alternative views of the data without changing the structure of your original table in any way at all, **so you can do no harm!**

Capturing the Data

- You can use one of your reporting tools to extract the data from your Legacy system, or use Student, Personnel, Facilities Data files; any list or table for that matter
- Export the data into an Excel spreadsheet
- Decide what information you will need for the table:
 - What fields to group by?
 - What data item to summarize?
 - What summary function to use?

Ensure that your table has...

- Data in a Tabular layout
- Column labels in the first row and that they are meaningful
- No empty rows or columns
- One kind of data in each column; text in one column and numeric values in a separate column
- Rows represent a record of related data
- Apply appropriate type formatting to your fields
- None of the column names double as data items that will be used as filters or query criteria, ex. Months, Dates, names of Locations.....

Creating a PivotTable

- Click in the Excel table or select the range of data for the PivotTable
- In the Tables group on the Insert tab, click the PivotTable button
- Click the Select a table or range option button and verify the reference in the Table/Range box
- Click the New Worksheet option button or click the Existing worksheet option button and specify a cell
- Click the OK button
- Click the check boxes for the fields you want to add to the PivotTable (or drag fields to the appropriate box in the layout section)
- If needed, drag fields to different boxes in the layout section

Classic PivotTable View

The screenshot displays the Microsoft Excel interface for a PivotTable. The ribbon at the top includes the following tabs and options:

- PivotTable**: Options, PivotTable
- Field Settings**: Active Field, Collapse Entire Field, Group Field, Group
- PivotTable Tools**: Sort, Refresh, Change Data Source, Clear, Select, Move PivotTable, PivotChart, Formulas, OLAP tools
- Field List**: Show/Hide, Buttons, Headers

The worksheet shows a PivotTable with the following drop zones:

- Drop Page Fields Here**: Located in row 1, columns A through G.
- Drop Column Fields Here**: Located in row 3, columns A through G.
- Drop Row Fields Here**: Located in column A, rows 4 through 16.
- Drop Data Items Here**: Located in the main area of the PivotTable, rows 4 through 16, columns A through G.

The **PivotTable Field List** task pane on the right contains the following fields:

- Choose fields to add to report:
 - name
 - fname
 - birthday
 - year
 - month
 - date
 - sex
 - oldrace
 - citizen
 - fsa
 - etype
 - emp_period
 - estatus
 - locat
 - termination
 - hiredate
 - state_sal
 - non_state_sal
 - tot_sal
- Drag fields between areas below:
 - Report Filter
 - Column
 - Row Labels
 - Values

The status bar at the bottom indicates "Sheet6" is the active sheet, and "7 of 24 - Clipboard" is visible.

2007 PivotTable View

The screenshot displays the Microsoft Excel 2007 interface. The title bar reads "PDF_Faculty_Spring_2010 - Microsoft Excel". The ribbon is set to "PivotTable Tools" with the "Options" and "Design" tabs visible. The "Options" tab includes groups for "PivotTable", "Active Field", "Group", "Sort", "Data", "Actions", "Tools", and "Show/Hide". The "Design" tab includes "PivotChart", "Formulas", "OLAP tools", "Field List", "Buttons", and "Field Headers".

The main workspace shows a grid with columns A through P and rows 1 through 37. A PivotTable is located in cell A3, with a label "PivotTable1" and a tooltip that reads: "To build a report, choose fields from the PivotTable Field List".

The "PivotTable Field List" task pane is open on the right side. It contains a list of fields to be added to the report, each with a checkbox:

- name
- fname
- birthday
- year
- month
- date
- sex
- oldrace
- citizen
- fisa
- etype
- emp_period
- estatus
- locat
- termination
- hiredate
- state_sal
- non_state_sal
- tot_sal

Below the list, there are sections for "Report Filter" and "Column Labels", each with a grid area. At the bottom, there are sections for "Row Labels" and "Values", also with grid areas. A status bar at the bottom right indicates "7 of 24 - Clipboard" and "Item not Collected; Delete items".

Switching between Views

- Make sure the active cell is inside the PivotTable
- Click on the options tab on the Ribbon, then click on the options icon in the Active Field group of the options tab.
- Then launch the PivotTable options dialog box. Click on the Display tab, then check the Classic PivotTable Layout box. (Enables dragging of fields to grid).

Layout of PivotTable

- **Row Area** – data displays vertically, one unique item per row . You can have nested rows. Types of data you would drop in the Row area include those that you want to group and categorize – for example, Gender, Race, Location.....
- **Column Area** – data displays horizontally, The fields you want to display as columns at the top of the PivotTable. One unique value per column . You can have nested columns. The types of data you would drop here include those you want to trend or show side by side – for example, Month, Periods, Years....
- **Report Filter Area**– A field used to filter the report by selecting one or more items, enabling you to display a subset of data . The types of data you would drop here include those that you want to isolate and focus on – for example, Employee's, Classification, Regions.....
- **Values Area** – This is the calculation area, where numerical data is shown and summarized. The items you would drop here are those that you want to measure or calculate. You could drop a field in the value area more than once, but with different calculations. You might need minimum, maximum, mean of salaries.....

Layout of PivotTable cont...

	A	B	C	D
1	First Term	20086	Report filter area	
2				
3	Count	Gender		Column Area
4	Ethnicity	Female	Male	Grand Total
5	African-American	49	62	111
6	American Indian/Alaskan Native	29	18	47
7	Asian Pacific Islander	6	2	8
8	Hispanic	5	8	13
9	International	2		2
10	Unknown	12	13	25
11	White, Non-Hispanic	87	79	166
12	Grand Total	190	182	372
13				

Row Area

Values Area

Limitation of PivotTable Reports

Category	Excel 2003	Excel 2007
Row Fields	Limited by available memory	1,048,576
Column Fields	256	16,384
Page Fields	256	16,384
Data Fields	256	16,384
Unique Items in a Single Pivot Field (could be limited by available memory)	32,500	1,048,576
Calculated Items	Limited by available memory	Limited by available memory
PivotTable reports on one worksheet	Limited by available memory	Limited by available memory

PivotTable for Ad-Hoc

The next few slides are illustrations of PivotTables that our office used to complete Ad-Hoc requests.

Data Request

- How many students received a degree in Art during the past three academic year (Fall 2006 – Spring 2009)?
- What was the average GPA per period?
- Please breakdown data by degree.

Completing the Request

1. Group fields by Years (first), Month (Second) and Degree (Third)
2. ID is the data item that will be used to Summarize
3. Subtotal by Month (first) and Year (Second)
4. Summary Function used: Count (ID) and Average (GPA)

Data List

The image shows a screenshot of a Microsoft Excel spreadsheet. The ribbon at the top includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, and Acrobat. The 'Home' tab is active, showing various icons for text, alignment, and styles. The spreadsheet contains a table with the following columns: ID, MAJ_CODE, GRAD_DATE, LEVL, DEGC_CODE, and GPA. The data is organized into rows, with the first row (row 1) serving as the header. The rows are numbered 1 through 46. A blue bracket on the right side of the spreadsheet encompasses the data rows from row 2 to row 46, and is labeled 'Data List'.

1	ID	MAJ_CODE	GRAD_DATE	LEVL	DEGC_CODE	GPA	G	H	I	J	K	L	M
2	101751	ART	13-Dec-03	U	BA	3.355							
3	101751	ART	13-Dec-03	U	BA	3.355							
4	119489	ART	13-Dec-03	U	BA	2.611							
5	99842	ARTG	13-Dec-03	G	MA	3.25							
6	113075	ART	8-May-04	U	BA	3.103							
7	103520	ART	8-May-04	U	BA	3.178							
8	111648	ART	8-May-04	U	BA	3.264							
9	16202	ART	8-May-04	U	BA	3.646							
10	16202	ART	8-May-04	U	BA	3.646							
11	97775	ART	8-May-04	U	BA	3.748							
12	110780	ART	8-May-04	U	BA	3.689							
13	90006	ART	8-May-04	U	BA	3.172							
14	106141	ART	8-May-04	U	BA	2.638							
15	91609	ARTE	8-May-04	U	BA	3.896							
16	104656	ARTG	8-May-04	G	MA	3.667							
17	118654	ART	6-Aug-04	U	BA	3.946							
18	107760	ART	6-Aug-04	U	BA	3.109							
19	98638	ART	11-Dec-04	U	BA	3.186							
20	106205	ART	11-Dec-04	U	BA	2.047							
21	91619	ART	11-Dec-04	U	BA	3.681							
22	106205	ART	11-Dec-04	U	BA	2.047							
23	121870	ART	11-Dec-04	U	BA	3.043							
24	121010	ART	11-Dec-04	U	BA	2.702							
25	97312	ARTE	11-Dec-04	U	BA	3.544							
26	103954	ARTE	11-Dec-04	U	BA	2.901							
27	16094	ARTG	11-Dec-04	G	MA	3.929							
28	94367	ART	7-May-05	U	BA	3.208							
29	100772	ART	7-May-05	U	BA	3.548							
30	119085	ART	7-May-05	U	BA	3.569							
31	89840	ART	7-May-05	U	BA	3.265							
32	95761	ART	7-May-05	U	BA	3.646							
33	91237	ART	7-May-05	U	BA	2.572							
34	96580	ART	7-May-05	U	BA	3.247							
35	96580	ART	7-May-05	U	BA	3.247							
36	99724	ART	7-May-05	U	BA	3.154							
37	97230	ART	7-May-05	U	BA	3.693							
38	95761	ART	7-May-05	U	BA	3.646							
39	90865	ARTE	7-May-05	U	BA	3.287							
40	116530	ARTE	7-May-05	U	BA	3.872							
41	115512	ARTG	7-May-05	G	MA	3.667							
42	21027	ARTG	7-May-05	G	MA	4							
43	120070	ART	5-Aug-05	U	BA	3.747							
44	114369	ART	5-Aug-05	U	BA	2.33							
45	96206	ARTE	5-Aug-05	U	BA	2.963							
46	96378	ART	10-Dec-05	U	BA	2.401							

Create PivotTable

The screenshot shows the 'Create PivotTable' dialog box in Microsoft Excel. The dialog box is open over a spreadsheet. The 'Table/Range' field is set to 'Export Worksheet!\$A\$1:\$F\$141' and is marked with a red '1'. The 'Choose where you want the PivotTable report to be placed' section has 'New Worksheet' selected and is marked with a red '2'. The spreadsheet background shows columns A through K and rows 88 through 115. The data in the spreadsheet includes columns for ID, MAJ CO, and various numerical values.

ID	MAJ CO										
88	94359	ART									
89	105701	ART									
90	95059	ART									
91	114982	ART									
92	94697	ART									
93	90439	ART									
94	101555	ARTE									
95	101555	ARTE									
96	107823	ARTG									
97	95316	ARTG									
98	95316	ARTG									
99	22011	GART	8-Dec-07	G	MAT						
100	22010	GART	8-Dec-07	G	MAT						
101	118535	ART	3-May-08	U	BA						
102	117228	ART	3-May-08	U	BA						
103	103548	ART	3-May-08	U	BA						
104	90476	ART	3-May-08	U	BA						
105	120410	ART	3-May-08	U	BA						
106	119991	ART	3-May-08	U	BA						
107	105951	ARTE	3-May-08	U	BA						
108	108941	ARTE	3-May-08	U	BA						
109	90062	ARTE	3-May-08	U	BA						
110	90062	ARTE	3-May-08	U	BA						
111	92107	ARTE	3-May-08	U	BA						
112	109611	ARTE	3-May-08	U	BA						
113	110833	ARTE	3-May-08	U	BA						
114	108941	ARTE	3-May-08	U	BA						
115	105951	ARTE	3-May-08	U	BA						

1. Choose the Data that you want to analyze
2. Choose where you want the PivotTable Report to be placed

PivotTable Layout

The image shows a screenshot of Microsoft Excel with the PivotTable Tools ribbon active. The PivotTable Field List task pane is open on the right, showing a list of fields to be added to the report. The PivotTable is located in the worksheet, and a callout box provides instructions on how to build a report. Blue brackets and lines are used to highlight and label key components of the PivotTable layout.

PivotTable Name: PivotTable1

Active Field:

Group Selection: Group Selection, Ungroup, Group Field

Sort: Sort

Data: Refresh, Change Data Source

Actions: Clear, Select, Move PivotTable

Tools: PivotChart, Formulas, OLAP tools

Show/Hide: Field List, +/- Buttons, Field Headers

PivotTable Field List:

Choose fields to add to report:

- ID
- MAJ_CODE
- GRAD_DATE
- LEVL
- DEGC_CODE
- GPA

Drag fields between areas below:

- Report Filter
- Column Labels
- Row Labels
- Values

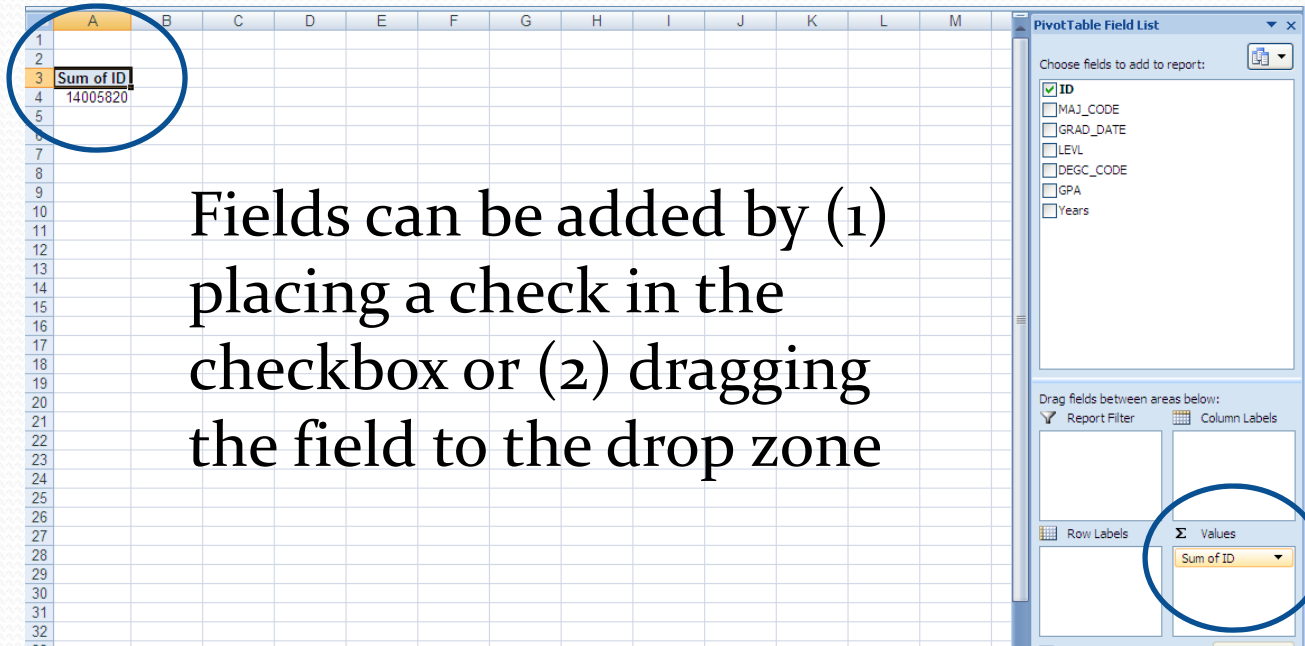
Defer Layout Update

PivotTable Report Area

Columns in the Table

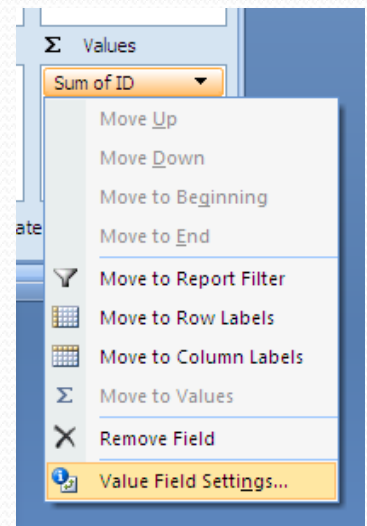
Layout of PivotTable

Adding Fields to the Report



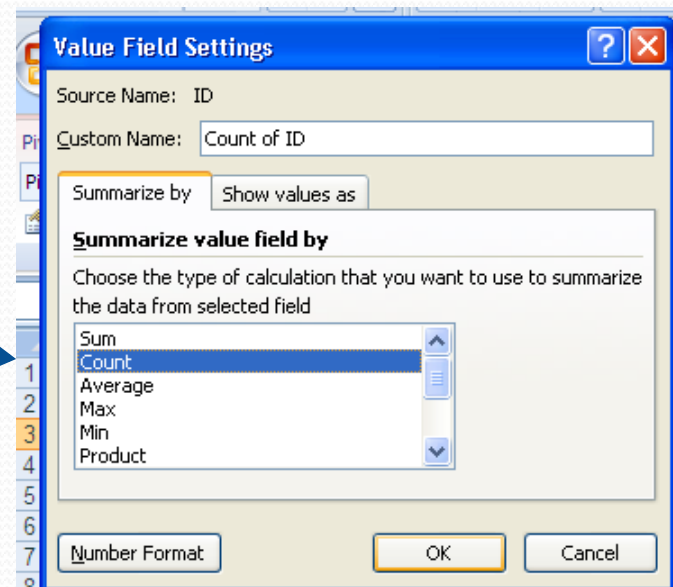
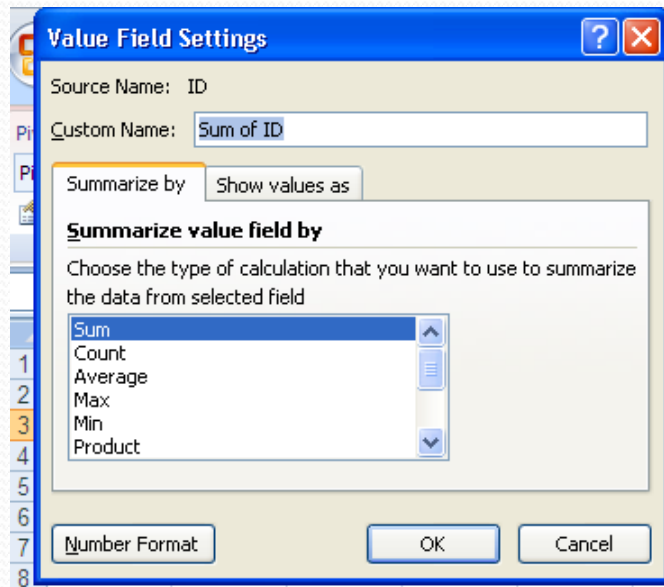
Fields can be added by (1) placing a check in the checkbox or (2) dragging the field to the drop zone

Note: Report should Count ID instead of Sum



- Move Up
- Move Down
- Move to Beginning
- Move to End
- Move to Report Filter
- Move to Row Labels
- Move to Column Labels
- Move to Values
- Remove Field
- Value Field Settings...

Changing the Value Field Settings



New Value for ID field

	A	B	C	D	E	F	G	H	I
1									
2									
3	Sum of ID!								
4	14005820								
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									

Old Value (Sum)

	A	B	C	D	E	F	G	H
1								
2								
3	Count of ID!							
4	140							
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								

New Value (Count)

Grouping Fields

Group by Months and Years

Row Labels	Count of ID
13-Dec-03	4
6-May-04	11
6-Aug-04	2
11-Dec-04	9
7-May-05	15
5-Aug-05	3
10-Dec-05	3
6-May-06	6
3-Aug-06	1
9-Dec-06	14
5-May-07	16
2-Aug-07	5
8-Dec-07	10
3-May-08	23
1-Aug-08	9
13-Dec-08	3
2-May-09	13
Grand Total	140

1. Move field to desired location (Column or Row)
2. Select field item
3. Options ribbon > Group Field
4. Filter the grouping as needed

New Grouping by Years

Row Labels | Count of ID

Year	Month	Count of ID
2003	Dec	4
2004	May	11
2004	Aug	2
2004	Dec	9
2005	May	15
2005	Aug	3
2005	Dec	3
2006	May	6
2006	Aug	1
2006	Dec	14
2007	May	16
2007	Aug	5
2007	Dec	10
2008	May	23
2008	Aug	2
2008	Dec	3
2009	May	13
Grand Total		140

Year and Month

Years Group

PivotTable Field List

Choose fields to add to report:

- ID
- MAJ_CODE
- GRAD_DATE
- LEVL
- DEGC_CODE
- GPA
- Years

Drag fields between areas below:

Report Filter

Column Labels

Row Labels

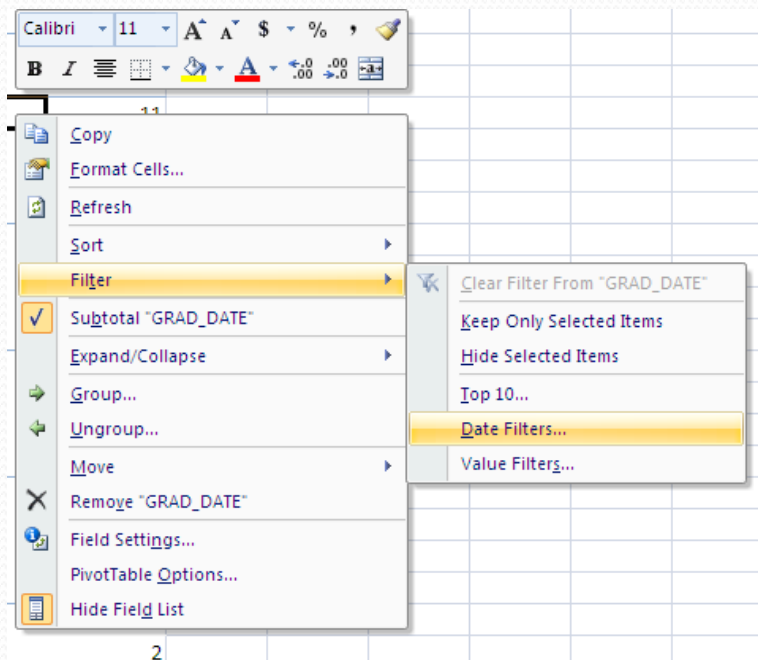
- Years
- GRAD_DATE

Values

- Count of ID

Apply Date Filter

Report currently show data from Fall 2003, but the request would like data from Fall 2006. Date filter will be applied to change the Date range.



1. Right click on field
2. Filter > Date Filters

Apply Date Filter cont...

The screenshot displays an Excel PivotTable with a 'Date Filter (Years)' dialog box open. The PivotTable is structured as follows:

Year	Month	Count of ID
2003	Dec	2
2004	May	1
2004	Aug	1
2004	Dec	9
2005	May	15
2005	Aug	3
2005	Dec	3
2006	May	6
2006	Aug	1
2006	Dec	14
2007	May	16
2007	Aug	5
2007	Dec	10
2008	May	23
2008	Aug	2
2008	Dec	3
2009	May	13
Grand Total		140

The 'Date Filter (Years)' dialog box is open, showing the filter criteria: 'is between' with dates '12/01/2006' and '05/31/2009'. The 'PivotTable Field List' on the right shows the following fields:

- Choose fields to add to report:
 - ID
 - MAJ_CODE
 - GRAD_DATE
 - LEVL
 - DEGC_CODE
 - GPA
 - Years
- Drag fields between areas below:
 - Report Filter: (empty)
 - Column Labels: (empty)
 - Row Labels: Years, GRAD_DATE
 - Values: Count of ID

Summarize value field by Average

		Values	
Row Labels	Count of ID	Sum of GPA	
2006			
Dec	14	48.797	
BA	5	14.692	
MA			
MAT			
2007			
May			
BA			
MA			
MAT			
Aug			
BA			
Dec			
BA			
MA			
MAT			
2008			
May			
BA			

Value Field Settings

Source Name: GPA

Custom Name: Sum of GPA

Summarize by: Show values as

Summarize value field by

Choose the type of calculation that you want to use to summarize the data from selected field

- Sum
- Count
- Average
- Max
- Min
- Product

Number Format

Value Field Settings

Source Name: GPA

Custom Name: Average of GPA

Summarize by: Show values as

Summarize value field by

Choose the type of calculation that you want to use to summarize the data from selected field

- Sum
- Count
- Average
- Max
- Min
- Product

Number Format

OK

Cancel

		Values	
Row Labels	Count of ID	Average of GPA	
2006			
Dec	14	3.4855	
BA	5	2.9884	
MA	5	3.8836	
MAT	4	3.67575	
2007			
May	16	3.340875	
BA	11		
MA	3		
MAT	2		
Aug	5		
BA	5	3.2524	
Dec	10	3.3991	
BA	5	2.9318	
MA	3	3.905666667	
MAT	2	3.8075	
2008			
May	23	3.378043478	
BA	15	3.227133333	
MA	8	3.661	
Aug	2	3.3695	
BA	1	3.375	
MA	1	3.364	
Dec	3	3.217	

Round GPA:
Right Click > Number
Format > Number

Modified Report with Date Filter, Degree and Average GPA

	A	B	C	D	E	F	G	H	I	J	K	L
2												
3		Values										
4	Degree Complete	Count of ID	Average of GPA									
5	2006											
6	Dec	14	3.49									
7	BA	5	2.94									
8	MA	5	3.88									
9	MAT	4	3.67									
10	2007											
11	May	16	3.34									
12	BA	11	3.12									
13	MA	3	3.94									
14	MAT	2	3.66									
15	Aug	5	3.25									
16	BA	5	3.25									
17	Dec	10	3.40									
18	BA	5	2.93									
19	MA	3	3.91									
20	MAT	2	3.81									
21	2008											
22	May	23	3.38									
23	BA	15	3.23									
24	MA	8	3.66									
25	Aug	2	3.37									
26	BA	1	3.38									
27	MA	1	3.36									
28	Dec	3	3.22									
29	BA	3	3.22									
30	2009											
31	May	13	3.28									
32	BA	10	3.14									
33	MA	2	3.66									
34	MAT	1	4.00									
35	Grand Total	86	3.36									
36												
37												

PivotTable Field List

Choose fields to add to report:

- ID
- MAJ_CODE
- GRAD_DATE
- LEVL
- DEGC_CODE
- GPA
- Years

Drag fields between areas below:

Report Filter: Report Filter

Column Labels: Column Labels

Row Labels: Row Labels

Values: Values

Fields in Report Filter: Years, GRAD_DATE, DEGC_CODE

Fields in Column Labels: Count of ID, Average of GPA

Fields in Row Labels: (Empty)

Fields in Values: (Empty)

Defer Layout Update Update

Report Layout

- Report Layout can be modified with Design Ribbon
- Report Design:
 - Report Layout > Show in Tabular Form
 - Subtotals > Show all Subtotals at Bottom of Group
 - Blank Rows > Insert Blank Line after Each Item
 - Pivot Style Medium 2

Final Report

Tabular Form

Subtotals at Bottom of Group

Blank Line after Each Item

Years	Month	Degree Code	Count	Avg GPA	
2006	Dec	BA	5	2.94	
		MA	5	3.88	
		MAT	4	3.6	
	Dec Total			14	3.4
2006 Total				14	3.4
2007	May	BA	11	3.12	
		MA	3	3.94	
		MAT	2	3.66	
	May Total			16	3.34
	Aug	BA	5	3.25	
		Aug Total			5
Dec	Dec	BA	5	2.93	
		MA	3	3.91	
	MAT	2	3.81		
Dec Total			10	3.4	
Blank Line					
2008	May	BA	16	3.3	
		MA	8	3.66	
	May Total			23	3.38
Aug	BA	1	3.38		
	MA	1	3.36		
Aug Total			2	3.37	
Dec	Dec	BA	3	3.22	
		MA	3	3.22	
Dec Total			3	3.22	
2008 Total				28	3.36
2009	May	BA	10	3.14	
		MA	2	3.66	
		MAT	1	4.00	
May Total			13	3.28	
2009 Total				13	3.28
Grand Total			86	3.36	

PivotTable Field List

Choose fields to add to report:

- ID
- MAJ_CODE
- Month
- LEVL
- Degree Code
- GPA
- Years

Drag fields between areas below:

Report Filter: Report Filter

Column Labels: Values

Row Labels: Values

Years: Count:

Month: Avg GPA:

Degree Code:

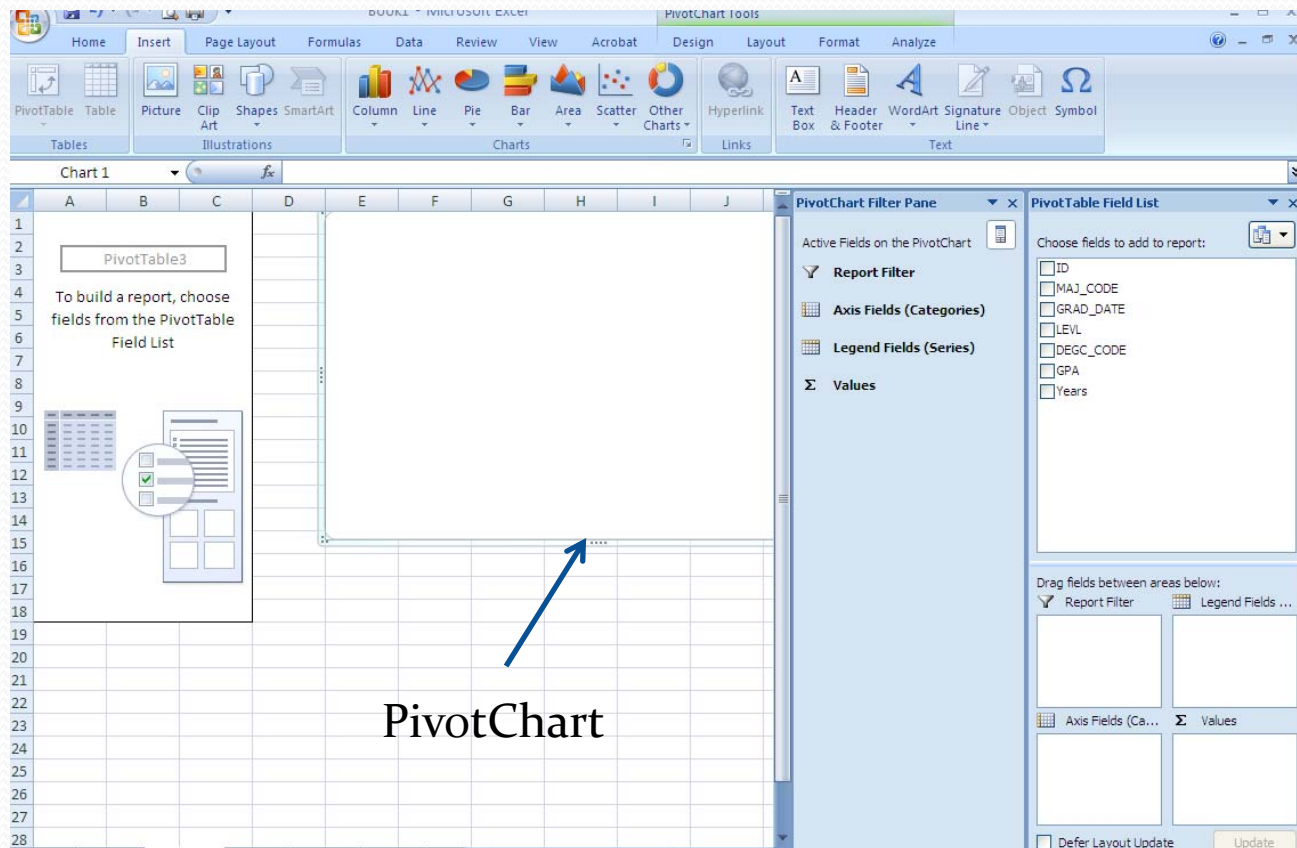
Defer Layout Update

Creating a PivotChart

- A **PivotChart** is a graphical representation of the data in a PivotTable
- A PivotChart allows you to interactively add, remove, filter, and refresh data fields in the PivotChart similar to working with a PivotTable
- Click any cell in the PivotTable, then, in the Tools group on the PivotTable Tools Options tab, click the **PivotChart** button
- **Note:**
 - Y-axis corresponds to the column area
 - X-axis corresponds to the row area

PivotChart

- Insert Ribbon > PivotTable > PivotChart
- PivotChart Layout

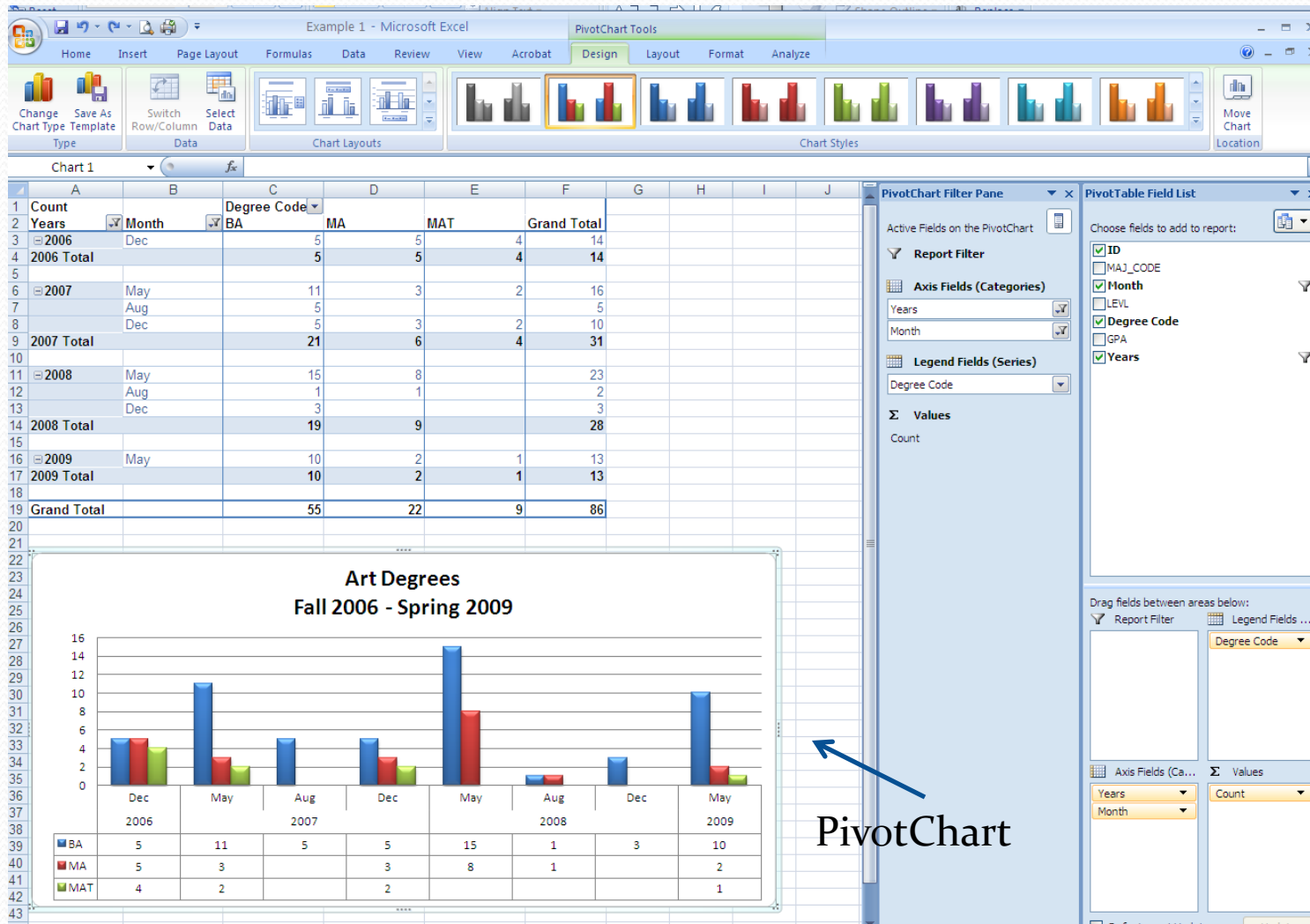




The next slide will illustrate the previous PivotTable (excluding GPA) with a PivotChart.

- Group fields by Year, Month and Degree
- ID is the data item that will be used to Summarize
- Subtotal by Year
- Summary Function: Count (ID)
- Form appears in tabular form
- X-axis: Year and Month

Example with PivotChart



Request:

What is the percentage rate of academic standing for New Freshmen?

- Variables:
 - Academic Standing and ID
- Summary Function:
 - Count(ID), value is shown as percent of total

Percentage Rate of Academic Standing for New Freshmen

The screenshot displays an Excel PivotTable titled "collegeboard freshma" with the following data:

Row Labels	Count of ID
(null)	2
Academic Warning	31
Academically Suspended	31
Continued on Probation	11
Good Standing	776
Placed on Probation	219
Grand Total	1070

The "Value Field Settings" dialog box is open, showing the following configuration:

- Source Name: ID
- Custom Name: Count of ID
- Summarize by: Show values as
- Show values as: % of total

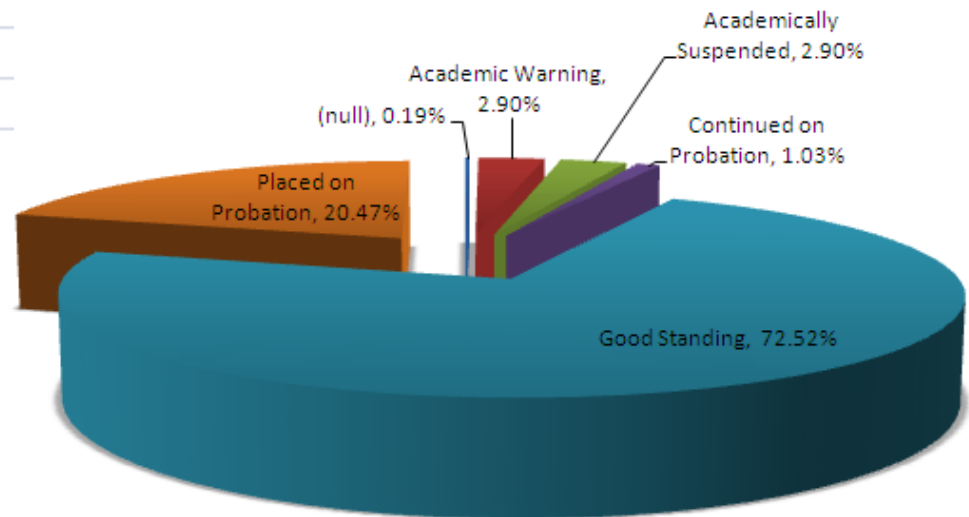
The dialog box also includes a "Number Format" button and "OK" and "Cancel" buttons.

Percentage Rate with PivotChart

Row Labels	Count of ID
(null)	0.19%
Academic Warning	2.90%
Academically Suspended	2.90%
Continued on Probation	1.03%
Good Standing	72.52%
Placed on Probation	20.47%
Grand Total	100.00%

PivotTable

PivotChart



Request:

Please pull a random selection of students from Community Colleges in the surrounding area.

What is the average first term GPA (if available) and did these students graduate?

- Variables:
 - ID, GPA, School, Graduated Indicator, Start Term
- Report Filter:
 - Fall 2003
- Summary Function:
 - Count (ID), Percentage (ID), Average (GPA)

Community Colleges in the surrounding area with students average first term GPA (if available) and if these students graduate

NOTE: Values are in Column Label

matric		2003 Fall									
		Graduated									
Term by Community College	Count		Percent		Avg First GPA		Total Count	Total Percent	Total Avg First GPA		
	No	Yes	No	Yes	No	Yes					
BLADEN COMMUNITY COLLEGE	7	6	53.85%	46.15%	2.10	3.12	13	100.00%	2.57		
FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE	17	34	33.33%	66.67%	2.04	3.22	51	100.00%	2.84		
RICHMOND COMMUNITY COLLEGE	14	19	42.42%	57.58%	2.34	3.33	33	100.00%	2.93		
ROBESON COMMUNITY COLLEGE	18	16	52.94%	47.06%	2.22	3.03	34	100.00%	2.57		
SANDHILLS COMMUNITY COLLEGE	12	23	34.29%	65.71%	2.13	3.46	35	100.00%	3.01		
SOUTHEASTERN COMMUNITY COLLEGE	12	11	52.17%	47.83%	2.64	3.02	23	100.00%	2.83		
Grand Total	80	109	42.33%	57.67%	2.24	3.24	189	100.00%	2.82		

Values moved to the Row Label

	A	B	C	D	E	F
1	matric	2003 Fall	<input checked="" type="checkbox"/>			
2						
3	Graduated <input checked="" type="checkbox"/>					
4	Term by Community College	<input checked="" type="checkbox"/> No	Yes	Grand Total		
5	BLADEN COMMUNITY COLLEGE					
6	Count	7	6	13		
7	Percent	53.85%	46.15%	100.00%		
8	Avg First GPA	2.10	3.12	2.57		
9	FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE					
10	Count	17	34	51		
11	Percent	33.33%	66.67%	100.00%		
12	Avg First GPA	2.04	3.22	2.84		
13	RICHMOND COMMUNITY COLLEGE					
14	Count	14	19	33		
15	Percent	42.42%	57.58%	100.00%		
16	Avg First GPA	2.34	3.33	2.93		
17	ROBESON COMMUNITY COLLEGE					
18	Count	18	16	34		
19	Percent	52.94%	47.06%	100.00%		
20	Avg First GPA	2.22	3.03	2.57		
21	SANDHILLS COMMUNITY COLLEGE					
22	Count	12	23	35		
23	Percent	34.29%	65.71%	100.00%		
24	Avg First GPA	2.13	3.46	3.01		
25	SOUTHEASTERN COMMUNITY COLLEGE					
26	Count	12	11	23		
27	Percent	52.17%	47.83%	100.00%		
28	Avg First GPA	2.64	3.02	2.83		
29	Total Count	80	109	189		
30	Total Percent	42.33%	57.67%	100.00%		
31	Total Avg First GPA	2.24	3.24	2.82		
32						

Request:

New Freshmen for Fall 2007 and Fall 2008 that did not return for the following Fall (Retention).

- Variables:
 - ID, HSGPA, SATV, SATM, SAT, Academic Standing, Term
- Summary Function:
 - Count (ID), Average (HSGPA, SATV, SATM, SAT)

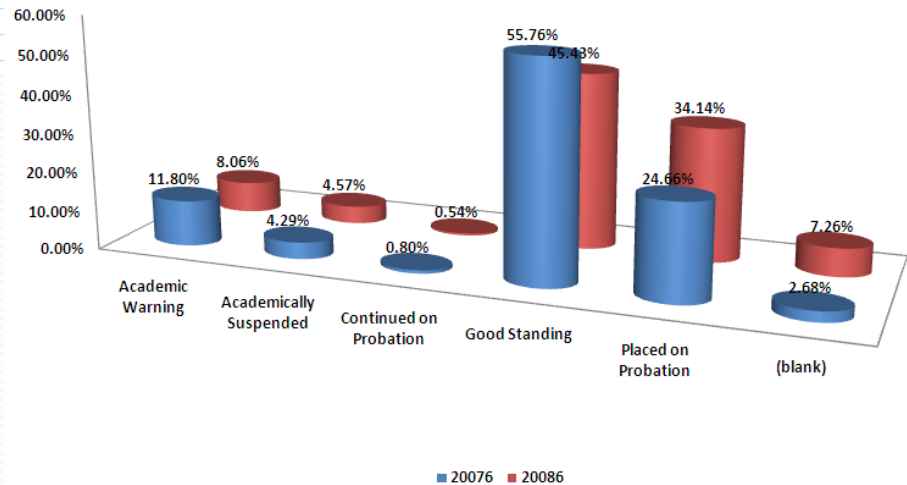
New Freshmen for Fall 2007 and Fall 2008 that did not return for the following Fall.

Term	Values				
	Count	Avg HS GPA	Avg SATV	Avg SATM	Avg SAT
20076	373	2.86	464	486	950
20086	372	2.90	458	469	927
Grand Total	745	2.88	461	477	938

PivotTable

Count	End of Term Standing	Term		
		20076	20086	Grand Total
	Academic Warning	11.80%	8.06%	9.93%
	Academically Suspended	4.29%	4.57%	4.43%
	Continued on Probation	0.80%	0.54%	0.67%
	Good Standing	55.76%	45.43%	50.60%
	Placed on Probation	24.66%	34.14%	29.40%
	(blank)	2.68%	7.26%	4.97%
	Grand Total	100.00%	100.00%	100.00%

PivotChart



Request:

A breakdown of the total enrollment for Spring semester 2009 by classification.

For example, how many freshman, sophomore, junior, senior, graduate, other were enrolled during that semester. Categories broken into full-time vs. part-time students.

- Variables:
 - Level, Classification, Time Status, ID
- Group by Level, Classification
- Subtotal by Level
- Summary Function:
 - Count (ID)

Total Enrollment for Spring 2009

	A	B	C	D	E	F
1	Drop Page Fields Here					
2						
3	Count of ID		HOURS_STATUS			
4	LEVL_DESC	CLAS_DESC	Full-Time	Part-Time	Grand Total	
5	= Graduate	Graduate	90	665	755	
6	Graduate Total		90	665	755	
7	= Undergraduate	Freshman	820	125	945	
8		Junior	868	310	1178	
9		Licensure	10	152	162	
10		No Degree	8	51	59	
11		Post-Senior	35	72	107	
12		Senior	1218	408	1626	
13		Sophomore	1029	143	1172	
14	Undergraduate Total		3988	1261	5249	
15	Grand Total		4078	1926	6004	
16						
17						
18						

Classic View



Fall 2010 Course List by Department

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
BTERM	CRSE	CRSEN	SEC	ACT	CRSECR	ENR	SCH	LEV	DEPT	DEPARTD	CO	TN	INSTRID	ILAME	CAMPUS		
200910	EDN	5200	001	LEC	3	11	33	G	EDN	EDUCATION	GR	T	840000491	Aiken	MA		
200910	PAD	5520	001	LEC	3	14	42	G	PSPA	POLITICAL SCIENCE AND PUBLIC ADMINISTRATION	GR	T	840000784	Albrecht	MA		
200910	PSPA	1010	006	LEC	3	43	129	U	PSPA	POLITICAL SCIENCE AND PUBLIC ADMINISTRATION	AS	T	840000784	Albrecht	MA		
200910	PSPA	2190	001	LEC	3	36	108	U	PSPA	POLITICAL SCIENCE AND PUBLIC ADMINISTRATION	AS	T	840000784	Albrecht	MA		
200910	PSPA	3600	400	INT	3	1	3	U	PSPA	POLITICAL SCIENCE AND PUBLIC ADMINISTRATION	AS	T	840000784	Albrecht	EXT		
200910	PSPA	4050	401	INT	12	1	12	U	PSPA	POLITICAL SCIENCE AND PUBLIC ADMINISTRATION	AS	T	840000784	Albrecht	EXT		
200910	PSPA	4990	003	IND	3	3	9	U	PSPA	POLITICAL SCIENCE AND PUBLIC ADMINISTRATION	AS	T	840000784	Albrecht	MA		
200910	FRS	1000	024	SEM	1	22	22	U	FRS	FRESHMAN SEMINAR	AS	T	840000332	Alewine	MA		
200910	MAT	1050	009	LEC	3	40	120	U	MACS	MATH AND COMPUTER SCIENCE	AS	Z	840000558	Allred	MA		
200910	MAT	1070	800	LEC	3	27	81	U	MACS	MATH AND COMPUTER SCIENCE	AS	Z	840000558	Allred	MA		
200910	MAT	1090	001	LEC	4	41	164	U	MACS	MATH AND COMPUTER SCIENCE	AS	Z	840000558	Allred	MA		
200910	MAT	2150	800	LEC	4	29	116	U	MACS	MATH AND COMPUTER SCIENCE	AS	Z	840000558	Allred	MA		
200910	EDN	4490	004	INT	9	2	18	U	EDN	EDUCATION	ED	N	840000104	Altman	MA		
200910	EDN	4490	004	INT	9	2	18	U	EDN	EDUCATION	ED	N	840000104	Altman	MA		
200910	MUS	1411	001	PRF	1	45	45	U	MUS	MUSIC	AS	N	840000104	Altman	MA		
200910	MUS	4040	001	IND	1	2	2	U	MUS	MUSIC	AS	N	840000104	Altman	MA		
200910	MUS	4040	002	IND	0	1	0	U	MUS	MUSIC	AS	N	840000104	Altman	MA		
200910	MUS	5290	001	LEC	2	5	10	G	MUS	MUSIC	GR	N	840000104	Altman	MA		
200910	MUSP	1621	001	PRL	2	1	2	U	MUS	MUSIC	AS	N	840000104	Altman	MA		
200910	MUSP	1661	001	PRL	2	2	4	U	MUS	MUSIC	AS	N	840000104	Altman	MA		
200910	MUSP	2581	001	PRL	2	1	2	U	MUS	MUSIC	AS	N	840000104	Altman	MA		
200910	MUSP	2661	001	PRL	2	3	6	U	MUS	MUSIC	AS	N	840000104	Altman	MA		
200910	MUS	3240	002	LEC	3	24	72	U	MUS	MUSIC	AS	Z	840000822	Amendola	MA		
200910	AST	2010	001	SEM	3	7	21	U	HST	HISTORY	AS	N	840002525	Anderson	MA		
200910	HST	1020	001	LEC	3	34	102	U	HST	HISTORY	AS	N	840002525	Anderson	MA		

Academic Department Request

Provide to Academic Affairs Office the Total Student Credit Hours generated by Level and Campus.

Variables:

- Campus – Ext-Off Campus – MA- Main Campus
- Level – Graduate and Undergraduate
- Enrollment (SUM)
- Student Credit Hours (SUM)

SUM by Campus, Level the Enrollment and Student Credit Hours

	Values	
Row Labels	Sum of ENR	Sum of SCH2
⊖ EXT		
G	179	557
U	605	1814
⊖ MA		
G	1088	3230
U	26555	68948.5
Grand Total	28427	74549.5

Choose fields to add to report:

- BTERM
- CRSE
- CRSEN
- SEC
- ACT
- CRSECR
- ENR
- SCH
- LEV
- DEPT
- DEPARTD
- CO
- TN
- INSTRID
- ILAME
- CAMPUS

Drag fields between areas below:

Report Filter

Column Labels

Σ Values

Row Labels

Σ Values

CAMPUS

Sum of ENR

LEV

Sum of SCH2

Academic Department Request

Provide the Total Student Credit Hours and Course Sections Generated by Each Academic Department.

Variables:

- Department
- Student Credit Hours (Sum)
- Sections (Count)

List by Department with Total Student Credit Hours and Sections

Row Labels	Values Sum of SCH	Count of SEC
ACCOUNTING AND INFORMATION TECHNOLOGY	1329	22
AMERICAN INDIAN STUDIES	435	15
ART	2790	68
BIOLOGY	5315	90
BIOTECHNOLOGY	42	5
CHEMISTRY AND PHYSICS	3748	88
ECONOMICS AND FINANCE	3233	54
EDUCATION	6184	149
ENGLISH AND THEATRE	9465	199
FRESHMAN SEMINAR	1004	45
GEOGRAPHY AND GEOLOGY	2127	29
HEALTH, PHYSICAL EDUCATION, RECREATION	5935	156
HISTORY	3296	54
HONORS	175	6
MANAGEMENT AND INTERNATIONAL BUSINESS	2210	41
MASS COMMUNICATIONS	1518	55
MATH AND COMPUTER SCIENCE	5833	94
MUSIC	2063.5	119
NURSING	1639	46
PHILOSOPHY AND RELIGIOUS STUDIES	3216	32
POLITICAL SCIENCE AND PUBLIC ADMINISTRATION	2577	47
PSYCHOLOGY AND COUNSELING	2718	33
SOCIAL WORK	1808	48
SOCIOLOGY AND CRIMINAL JUSTICE	5889	99
Grand Total	74549.5	1594

Choose fields to add to report:

- BTERM
- CRSE
- CRSEEN
- SEC
- ACT
- CCR
- ENR
- SCH
- LEV
- DEPT
- DEPARTD
- CO
- TN
- INSTRID
- ILAME
- CA

Drag fields between areas below:

Report Filter: Column Labels:

Report Filter:

Column Labels: Values

Row Labels: Values

Row Labels: DEPARTD

Values: Sum of SCH

Values: Count of SEC

Academic Department Request

Provide to the Academic Affairs Office the total Student Credit Hours generated by Department and Faculty Member.

Variables:

- Department
- Faculty Member
- Student Credit Hours

Breakdown by Department, Instructor, and Total Student Credit Hours Generated by each Instructor.

Row Labels	Sum of SCH
ACCOUNTING AND INFORMATION TECHNOLOGY	1329
Bell	213
Bishop	165
Bukowy	93
Bullard	90
Lakatos	165
Li	150
Masters	87
Moore	66
Shoulders	99
Thomas	201
AMERICAN INDIAN STUDIES	435
Haladay	54
Jacobs	51
Knick	24
Oxendine	66
Spivey	66
Stremlau	72
Vest	102
ART	2790
Biederman	78
Carter	45
Caswell	186
Floss	231
Gay	54
Hart	276
Horton-Lopez	117
Labadie	225
Lightfoot	126
Middleton	66
Quand...	0

Choose fields to add to report:

- BTERM
- CRSE
- CRSEN
- SEC
- ACT
- CCR
- ENR
- SCH
- LEV
- DEPT
- DEPARTD
- CO
- TN
- INSTRID
- ILAME
- CA

Drag fields between areas below:

Report Filter Column Labels

Row Labels Values

DEPARTD Sum of SCH

ILAME

Defer Layout Update Update

Personnel Data File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Name	Sex	citizen	Etype	estatus	Ocat	TotSal	fte	rank	Tenur	DEG	YR_DEG	deg_lvl	Retirem	Home_dept	EPATYPE	Budget	EmpID
2	Nancy	F	C	EPA	4	20	\$3,200	50	5	Z	MED	1998	3	No	English & Theatre	F	101-1110	840000907
3	Ana	F	C	EPA	4	20	\$6,400	50	5	Z	MA	2006	3	No	English & Theatre	F	101-1110	840001079
4	Marcus	M	C	EPA	4	20	\$6,800	50	5	Z	MA	1999	3	No	Health Physical Edu and Recreation	F	101-1110	840000925
5	Ina	F	C	EPA	4	20	\$3,200	50	5	Z	MA	2004	3	No	Health Physical Edu and Recreation	F	101-1110	840089324
6	Eldon	M	C	EPA	4	20	\$3,200	50	5	Z	MS	1964	3	No	Health Physical Edu and Recreation	F	101-1110	840023820
7	Camille	F	C	EPA	4	20	\$4,534	50	5	Z	BME	1976	4	No	Music	F	101-1110	840000761
8	Wayne	M	C	EPA	4	20	\$3,200	50	5	Z	MME	2005	3	No	Music	F	101-1110	840001072
9	Lindsay	F	C	EPA	4	20	\$3,200	50	5	Z	MM	2004	3	No	Music	F	101-1110	840001188
10	Russell	M	C	EPA	4	20	\$7,400	50	5	Z	PHD	1954	1	No	Philosophy and Religion	F	101-1110	840000116
11	Pamela	F	C	EPA	4	20	\$6,400	50	5	Z	MAED	2002	3	No	Chemistry and Physics	F	101-1110	840001209
12	Frank	M	C	EPA	4	20	\$4,000	50	5	Z	PHD	1993	1	No	Political Science	F	101-1110	840000891
13	Robert	M	C	EPA	4	20	\$3,200	50	5	Z	MPA	2003	3	No	Distance Educ for Degree Credit	F	101-1110	840000940
14	Rodney	M	C	EPA	4	20	\$3,400	50	5	Z	JD	1998	2	No	Sociology and Criminal Justice	F	101-1110	840000230
15	Luciana	F	C	EPA	4	20	\$3,200	50	5	Z	MA	2005	3	No	Sociology and Criminal Justice	F	101-1110	840001088
16	Teresa	F	C	EPA	4	20	\$3,400	50	5	Z	MA	2001	3	No	Sociology and Criminal Justice	F	101-1110	840087647
17	Joseph	M	C	EPA	4	20	\$3,200	50	5	Z	MSW	2000	3	No	Social Work	F	101-1110	840000247
18	Glenda	F	C	EPA	4	20	\$3,200	50	5	Z	MSW	1999	3	No	Social Work	F	101-1110	840000511
19	Deirdre	F	C	EPA	4	20	\$3,200	50	5	Z	MSW	2001	3	No	Social Work	F	101-1110	840000924
20	Alice	F	C	EPA	4	20	\$3,200	50	5	Z	MSW	1997	3	No	Social Work	F	101-1110	840001078
21	Alice	F	C	EPA	4	20	\$3,200	50	5	Z	MSW	2005	3	No	Social Work	F	101-1110	840001195
22	Cindy	F	C	EPA	4	20	\$3,200	50	5	Z	MSW	2006	3	No	Social Work	F	101-1110	840074915
23	Leshia	F	C	EPA	4	20	\$3,200	50	5	Z	MSW	2003	3	No	Social Work	F	101-1110	840093552
24	Sean	M	C	EPA	4	20	\$3,200	50	5	Z	MSW	1994	3	No	Social Work	F	101-1110	840027117
25	Jonna	F	C	EPA	4	20	\$3,200	50	5	Z	MSW	2005	3	No	Social Work	F	101-1110	840027121
26	Windy	F	C	EPA	4	20	\$3,200	50	5	Z	MAED	2003	3	No	Distance Educ for Degree Credit	F	101-1110	840000127

Academic Department Request

Provide to the Academic Affairs Office the total faculty in Home Department.

Variables:

- Home Department
- Employee ID (COUNT)
- Filters - OCAT (Job Category) = 20 and FTE = 100

Full-Time Faculty by Home Department

Count of EmpID	Total
Ocat	20
fte	100
Home_dept	Total
Accounting and Information Technology	7
American Indian Studies	3
Art	13
Biology	20
Chemistry -- Bio-Tech	1
Chemistry and Physics	15
Dev Online Courses - Lateral Entry	1
Distance Educ for Degree Credit	1
Economics-Finance-Decision Sciences	12
Education	3
English & Theatre	42
Foreign Languages	8
Geology and Geography	9
Health Physical Edu and Recreation	39
History	12
Honors College	1
Management-Marketing-Internal Bus	11
Mass Communications	8
Mathematics and Computer Science	19
Music	13
NASNTI 08-09	2
Nursing	6
Nursing - Southeastern Reg Med Ctr	14
Performing Arts Center	1
Philosophy and Religion	8
Political Science	5
Professional Education Dept	21

PivotTable Field List

Choose fields to add to report:

- Sex
- citizen
- Etype
- estatus
- Ocat
- TotSal
- fte
- rank
- Tenure
- DEG
- YR_DEG
- deg_lv
- Retirement Plan
- Home_dept
- EPATYPE
- Budget
- EmpID

Drag fields between areas below:

Report Filter: Ocat, fte

Column Labels: (empty)

Row Labels: Home_dept

Values: Count of EmpID

Defer Layout Update Update

Academic Department Request

Provide to the Academic Affairs Office the Full-Time Faculty Salaries by Home Department, Total, Average, Min and Max Salaries.

Variables:

- Home Department
- Total Salary (SUM, AVERAGE, MIN, AND MAX)
- Filters – OCAT (Job Category) = 20 and FTE = 100

Full-Time Faculty by Department and Salary

Row Labels	Sum of TotSal	Average of TotSal2	Min of TotSal2	Max of TotSal3
Accounting and Information Technology	\$653,804	\$93,401	\$78,000	\$131,298
American Indian Studies	\$189,504	\$63,168	\$55,000	\$67,980
Art	\$658,639	\$50,665	\$1,200	\$80,056
Biology	\$1,270,004	\$63,500	\$40,000	\$115,001
Chemistry -- Bio-Tech	\$46,975	\$46,975	\$46,975	\$46,975
Chemistry and Physics	\$979,900	\$65,327	\$49,267	\$110,752
Dev Online Courses - Lateral Entry	\$47,246	\$47,246	\$47,246	\$47,246
Distance Educ for Degree Credit	\$64,600	\$64,600	\$64,600	\$64,600
Economics-Finance-Decision Sciences	\$1,009,685	\$84,140	\$75,000	\$119,135
Education	\$190,190	\$63,397	\$57,680	\$71,310
English & Theatre	\$2,341,627	\$55,753	\$35,500	\$98,013
Foreign Languages	\$382,558	\$47,820	\$22,500	\$65,683
Geology and Geography	\$438,124	\$48,680	\$7,400	\$71,602
Health Physical Edu and Recreation	\$1,839,091	\$47,156	\$30,900	\$112,400
History	\$687,275	\$57,273	\$18,619	\$96,406
Honors College	\$77,000	\$77,000	\$77,000	\$77,000
Management-Marketing-Internal Bus	\$1,025,915	\$93,265	\$54,000	\$127,588
Mass Communications	\$465,725	\$58,216	\$45,000	\$88,188
Mathematics and Computer Science	\$1,196,983	\$62,999	\$45,829	\$86,066
Music	\$757,398	\$58,261	\$50,871	\$63,240
NASNTI 08-09	\$77,513	\$38,757	\$38,513	\$39,000
Nursing	\$375,391	\$62,565	\$56,358	\$70,000
Nursing - Southeastern Reg Med Ctr	\$922,624	\$65,902	\$55,697	\$102,572
Performing Arts Center	\$43,327	\$43,327	\$43,327	\$43,327
Philosophy and Religion	\$465,076	\$58,135	\$50,000	\$83,444
Political Science	\$304,798	\$60,960	\$50,000	\$81,657
Professional Education Dept	\$1,223,581	\$58,266	\$37,040	\$105,000
Professional Leadership Dept	\$1,182,975	\$65,721	\$46,000	\$115,000
Psychology and Counseling	\$428,167	\$64,159	\$46,000	\$77,500

PivotTable Field List

Choose fields to add to report:


- Name
- Sex
- citizen
- Etype
- estatus
- Ocat
- TotSal
- fte
- rank
- Tenure
- DEG
- YR_DEG
- deg_lvl
- Retirement Plan
- Home_dept
- EPATYPE
- Budget

Drag fields between areas below:

Report Filter: Ocat, fte

Column Labels: Sum of TotSal, Average of TotSal2, Min of TotSal2, Max of TotSal3

Row Labels: Home_dept



Provide for the Academic Resource Office a List of SPA employees by Home Department and Budget Code to include the Total and Average Salary

Variables:

- Home Department
- Budget Code
- TotSal (Total Salary)

- Filter – Etpye = SPA

List of SPA Employees by Department, Budget Code, Total and Average Salary

Home_dept	Budget	Sum of TotSal	Average of TotSal2
Admissions	160-1210	162,401	27,067
Alumni Affairs	170-1210	27,476	27,476
American Indian Studies	101-1210	26,584	26,584
Art	101-1210	27,620	27,620
Aux Adm - Student Services	160-1210	52,946	52,946
Auxiliary Administration	201-1210	31,000	31,000
Biology	101-1210	138,055	34,514
Biology -- Bio-Tech	101-1210	36,096	36,096
Braves (I D) Cards	142-1210	41,100	41,100
Braves (I D) Cards	207-1210	68,946	34,473
Budget Office	170-1210	64,528	32,264
Business	101-1210	55,063	27,532
Business Services	170-1210	245,990	30,749
CAE - Advisement and Retention	152-1210	27,840	27,840
Career Services Center	160-1210	28,407	28,407
Central Stores	212-1210	61,249	30,625
Chancellors Office	170-1210	93,718	31,239
Chemistry and Physics	101-1210	106,715	35,572
Controllers Office	170-1210	800,125	38,101
Counseling	160-1210	27,516	27,516
Dean College of Arts And Sciences	152-1210	36,240	36,240
Dean School of Business	152-1210	30,100	30,100
Dean School of Education	152-1210	29,000	29,000
Dean School of Graduate Studies	152-1210	69,675	34,838
Distance Educ for Degree Credit	101-1210	94,905	31,635
Distance Education - Fort Bragg	101-1210	29,496	29,496
DLP-COP	152-1210	29,460	29,460
DoIT	152-1210	603,718	60,372
DoIT (Computer Center)	170-1210	588,143	53,468
DoIT Research/Implementation	152-1210	45,047	45,047

Delete rows or columns from the table or sheet.

Field List

to add to report:

- Name
- Sex
- citizen
- Etype
- estatus
- Ocat
- TotSal
- fte
- rank
- Tenure
- DEG
- YR_DEG
- deg_lv
- Retirement Plan
- Home_dept
- EPATYPE
- Budget


Drag fields between areas below:

Report Filter: Etype

Column Labels: Σ Values

Row Labels: Home_dept, Budget

Σ Values: Sum of TotSal, Average of T...



Request for a list of Faculty that are eligible for Phased Retirement to send to Department chairs, so the appropriate faculty can be notified.

Faculty must meet requirements below

1. Full-time tenured faculty members.
2. Participating faculty must be at least 50 years of age.
3. Have at least five years of full-time service at UNCP.
4. Be eligible to receive retirement benefits through either the Teachers' and State Employees' Retirement System ("TSERS") or the Optional Retirement Program ("ORP").

Data file for Faculty eligible for Phased Retirement

	F	G	H	I	J	K	L	M	N	O
1	PERAPPT_BEGIN_DATE	PERAPPT_APPT_EFF_DATE	TENURE	RETIREMENT CODE	TEACHING CIP	ECLAS	DEPARTMENT CODE	STATE SERVICE	AGE	
472	15-AUG-04	15-AUG-04	Z	SRC	400501	F1	101130	18.6	52	
473	15-AUG-09	15-AUG-09	N	NH	160905	F1	101300	0.6	45	
474	10-AUG-07	05-JAN-09	Z	ORP	500901	F1	101110	2.6	34	
475	01-AUG-99	01-AUG-89	T	ORP	230101	F1	101050	48.5	66	
476	15-AUG-02	15-AUG-05	T	ORP	050202	F1	101010	7.6	58	
477	15-AUG-02	15-AUG-05		NEC	500702	FA	101020	4.6	44	
478	10-AUG-07	05-JAN-09	Z	SRC	131315	FA	101080	2.6	30	
479	01-JUL-00	13-AUG-09	Z	SRC	230101	E2	152560	9.7	56	
480	10-AUG-07	10-AUG-07	N	ORP	500702	F1	101020	2.6	36	
481	10-AUG-07	15-AUG-07	N	SRC	131101	F1	101062	9.0	62	
482	15-AUG-06	05-JAN-09	Z	NEC	131102	FA	107400	7.1	32	
483	20-AUG-01	05-JAN-09	Z	NEC	420101	FA	101150	13.6	66	
484	13-AUG-08	05-JAN-09	Z	ORP	440401	F1	101140	1.6	40	
485	20-AUG-01	05-JAN-09		NEC	131315	FA	101061	2.6	57	
486	15-MAY-09	15-MAY-09	N	NEC	130499	FA	102270	0.8	54	
487	23-AUG-04	21-JAN-09	Z	NEC	131001	F1	101062	6.2	63	
488	15-AUG-99	15-AUG-99	T	ORP	270101	F1	101100	10.6	52	
489	15-AUG-01	15-AUG-01	N	ORP	160905	F1	101300	15.6	58	
490	09-JAN-06	05-JAN-09	Z	NEC	520201	FA	107400	4.2	78	
491	10-JAN-05	10-JAN-05	Z	NEC	520201	FA	107400	5.2	56	
492	12-AUG-09	12-AUG-09	Z	NH	270101	F1	101100	0.6	52	
493	01-AUG-99	15-AUG-02	T	SRC	230101	E2	151470	22.5	63	
494	15-AUG-03	05-JAN-09	Z	ORP	500901	F1	101110	6.6	38	
495	15-AUG-09	15-AUG-09	Z	NH	130401	F1	101062	3.4	53	
496	10-AUG-07	05-JAN-09	Z	ORP	310501	F1	101080	2.6	32	
497	15-AUG-06	05-JAN-09	Z	NH	131316	FA	101030	3.4	68	
498	18-DEC-09	18-DEC-09	Z	NH	230101	EN	510311	0.3	29	
499	01-FEB-10	01-FEB-10	Z	NH	430103	FA	107400	0.2	64	
500	15-AUG-06	15-AUG-08	N	ORP	230101	EN	151470	4.3	35	
501	02-JAN-09	02-JAN-09	Z	NH	131401	EN	152660	1.3	58	
502	15-AUG-08	15-AUG-08	N	ORP	310501	F1	101080	1.6	33	
503	15-AUG-00	15-AUG-00	T	SRC	260101	F1	101030	15.2	49	
504	15-AUG-96	15-AUG-96	T	ORP	500901	F1	101110	13.6	62	
505	01-JAN-01	01-JAN-01	N	ESS	230101	EN	151470	10.8	44	
506	12-AUG-09	12-AUG-09	Z	NH	160301	F1	101300	0.6	27	
507	15-AUG-95	15-AUG-95	T	ORP	260701	F1	101030	20.6	60	
508	03-JAN-07	05-JAN-09	Z	ORP	260101	F1	101030	3.2	51	
509	13-AUG-08	15-AUG-08	N	ORP	110103	F1	101100	1.6	35	
510	15-AUG-06	15-AUG-08	T	SRC	500201	F1	101041	2.6	60	

The Number Eligible for Phased Retirement.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	STATE SERVICE	(Multiple Items)											
2	AGE	(Multiple Items)											
3													
4	Count of ID												
5	TENURE	ECLAS	Total										
6	T	F1	74										
7	T Total		74										
8	Grand Total		74										
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													

PivotTable Field List

Choose fields to add to report:

- PERAPPT_BEGIN_DATE
- PERAPPT_APPT_EFF_DATE
- TENURE
- RETIREMENT CODE
- TEACHING CIP
- ECLAS
- DEPARTMENT CODE
- STATE SERVICE
- AGE
-

Drag fields between areas below:

Report Filter: STATE SERVICE, AGE

Column Labels: (empty)

Row Labels: TENURE, ECLAS

Values: Count of ID

Defer Layout Update Update

5 filters

ECLAS = Full-time

Tenure = 'T'

Age >= 50

State Service at UNCP >=5

Retirement Plan = 'SRC', 'ORP'



Provide for the School of Education a COUNT of all Students Enrolled in an Education Major by CIP, Teacher Certification Flag and Classification.

- CIP
- TCHC (Teacher Certification Flag – Y or N)
- CLA (Classification)
- Banid (COUNT)

Count of Education Majors by CIP (13), Teacher Certification Flag and Classification

Count of BANID	TCHC CLASS		N Total							Y Total							Grand Total	
	N							Y										
	CIP	1	2	3	4	5	6	7	1	2	3	4	5	6	7			
130409124047																100	100	100
131001027071	4	7	11	5	1						2	10				12	40	40
131101102011																63	63	63
131102102501								38	38							38	38	38
131102123501								22	22						1	1	23	23
131202027017	65	77	94	31	2	2				1	25	72	2	1		101	372	372
131202104417															19	19	19	19
131203027200	1	1	2					4								4	4	4
131203027201		1	2			1		4			1					1	5	5
131203027202	1	5	6	3				15			4	1				5	20	20
131203027203			1					1			1	1				2	3	3
131203027204				3				3			1					1	4	4
131203027205			1					1				2				2	3	3
131203027206	1	1	1					3			2	6				8	11	11
131203104490															6	6	6	6
131209027008	14	31	69	44	2	3		163	1		1	14	4	3		23	186	186
131299106301															5	5	5	5
131299106304															12	12	12	12
131299106310															5	5	5	5
131299106311															1	1	1	1
131299106312															17	17	17	17
131299106315															8	8	8	8
131299106325															2	2	2	2
131299106326															1	1	1	1
131299106327															3	3	3	3
131299106328								1	1						11	11	12	12
131302018004	4	11	7	6							4			1		5	33	33
131302102404															11	11	11	11

PivotTable Field List

Choose fields to add to report:

- MATIC
- ACC
- ENR
- COUNTYSTATE_RES
- SEX
- CIT
- TCHC
- DEG
- EMP
- MIL
- CLASS
- RESH
- EXTH
- FTE
- TINST
- EXC_CODE
- TRNH

Drag fields between areas below:

Report Filter: [Empty]

Column Labels: TCHC, CLASS

Row Labels: CIP

Values: Count of BANID

Defer Layout Update Update



Provide for the Admissions Office a breakdown of Student Enrollment by Classification ,Race, and Sex.

- Class (Classification)
- Race
- Sex
- Banid (COUNT)

Count of Enrollment by Classification, Race and Gender

Drop Page Fields Here							
Count of BANID		SEX		F	M	N	Grand Total
CLASS	RACE						
1	African			249	245		494
	America			96	82		178
	Asian P			6	13		19
	Hispani			20	32		52
	Interna			11	8		19
	Multi-R			50	20		70
	Native				2		2
	UNKNOWN			70	44		114
	White,			243	239		482
1 Total				745	685		1430
2	African			219	149		368
	America			124	66		190
	Asian P			8	8		16
	Hispani			14	12		26
	Interna			17	9		26
	Multi-R			22	17		39
	Native				2		2
	UNKNOWN			37	27		64
	White,			241	180		421
2 Total				682	470		1152
3	African			234	132		366
	America			181	52		233
	Asian P			10	8		18
	Hispani			29	9		38
	Interna			19	12		31
	Multi-R			27	17		44
	Native				1		1
	UNKNOWN			73	35		108
	White,			349	213		562
3 Total				823	470		1293

PivotTable Field List

Choose fields to add to report:

- NUR_CODE
- ACTENG
- ACTMATH
- ACTREAD
- ACTSCI
- HONORS_PROG
- PLACE_ENG
- PLACE_MATH
- GA_GPA
- GA_HRS
- RACE**
- IPEDS_RACE
- CIP
- CIP2
- FTE_RESHRS
- BANID**
- MHOME

Drag fields between areas below:

Report Filter

Column Labels

Row Labels

Values

SEX

CLASS

RACE

Count of BANID

Defer Layout Update

Update

Building/Room Inventory Data

	A	B	C	D	E	F	G	H
1	BLDG NAME	ROOM#	ROOM NAME	RMCODE	SEATS	ASSIGN	PROGRAM	
2	Old Main	00100	LOBBY	615		000650	42	
3	Old Main	00101	RECEPTION	615		000119	42	
4	Old Main	00101	CULTURAL CENTER	620		005536	42	
5	Old Main	00102	ASSEMBLY ROOM	610	0055	000883	52	
6	Old Main	00103	ASSEMBLY STORAGE	615		000118	52	
7	Old Main	00104	OFFICE	310		000237	42	
8	Old Main	00106	MENS TOI H/C	011		000000	03	
9	Old Main	00107	WOMENS TOI H/C	012		000000	03	
10	Old Main	00109	STORAGE	315		000132	42	
11	Old Main	00117	ELEVATOR	010		000000	03	
12	Old Main	00120	WOMENS TOI H/C	012		000000	03	
13	Old Main	00121	OFFICE MCC	310		000125	51	
14	Old Main	00122	STORAGE	315		000047	51	
15	Old Main	00123	CLOSET	315		000017	51	
16	Old Main	00124	OFFICE	310		000514	51	
17	Old Main	00125	EXHIBIT AREA	620		000354	51	
18	Old Main	00126	OFFICE	310		000119	42	
19	Old Main	00127	DIRECTOR OFFICE	310		000129	42	
20	Old Main	00128	STUDY ROOM	410	0004	000204	51	
21	Old Main	00129	CLASSROOM	110	0032	000646	11	
22	Old Main	00130	CONFERENCE	350	0020	000468	51	
23	Old Main	00132	OFFICE	310		000114	51	
24	Old Main	00133	MENS TOI H/C	011		000000	03	
25	Old Main	00137	EDITING SUITE	535		000315	11	
26	Old Main	00138	COMPUTER LAB	220	0012	000406	11	
27	Old Main	00139	CLASSROOM	110	0012	000244	11	
28	Old Main	00142	OFFICE	310		000223	11	
29	Old Main	00143	OFFICE	310		000243	11	
30	Old Main	00144	TV CONTROL	530		000330	11	
31	Old Main	00145	TV STUDIO	530		001096	11	
32	Old Main	00146	TV STUDIO	530		000645	11	
33	Old Main	00148	STORAGE	315		000041	11	



Provide for the Facilities Office a Breakdown by Building Name and Room Code for Classrooms and Labs ONLY.

- BLDG Name
- Room Code (Display and Count)

- Filter – Room Code = 110,210,220,250
- Classroom = 110
- Labs = 210, 220, 250

Count of Rooms by Building and Room Code (Classroom and Labs)

Drop Page Fields Here					
Count of RMCODE	RMCODE				
BLDG NAME	110	210	220	250	Grand Total
Business Admin	14			1	15
Canton	1				1
DF Lowry	3		1		4
Dial	14			2	16
Education	12			2	14
English Jones	7		1		8
GPAC	1				1
Locklear	1		13	4	18
Moore Hall	2		3		5
Music Annex	1			7	8
Nursing				1	1
Old Main	5			2	7
Oxendine Sci	14		11	7	33
Regional Center				1	2
Sampson	12		1		13
SRMC	2		2	4	8
Grand Total	89	32	31	8	160

PivotTable Field List

Choose fields to add to report:

- BLDG NAME
- ROOM#
- ROOM NAME
- RMCODE
- SEATS
- ASSIGN
- PROGRAM

Drag fields between areas below:

Report Filter: [Empty]

Column Labels: RMCODE

Row Labels: BLDG NAME

Values: Count of RM...

Defer Layout Update Update

PivotTable Wrap-Up

- A PivotTable allows you to create an interactive view of your dataset.
- You can look at your data through a PivotTable , and see details in your data, that you may not have noticed before.
- The dataset does not change, and is not connected to the PivotTable.
- You can quickly and easily categorize your data into groups.
- Summarize large amounts of data in a matter of seconds.
- You can interactively drag and drop fields within your report, dynamically changing your perspective and recalculating totals to fit your current view.

Contact Information

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Institutional Effectiveness

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<http://www.uncp.edu/ie/resources/ncair2010.pdf>

Resources

- Jelen, B., & Alexander, M. (2007). *Pivot table data crunching for Microsoft Office Excel 2007*. Indianapolis, IN: Pearson Education, Informit.
- Parsons, J. J., Oja, D., Ageloff, R., & Carey, P. (2008). *New perspectives on Microsoft Office Excel 2007 comprehensive*. Boston, MA: Thomson Course Technology.

Thank You!!!!!!