Creating Pivot Tables is not something to fear!
Follow the steps below and you will be a Pivot Table MASTER!
Use the Pivot Table Data Sheet
to practice and replicate the following exercises.

How to Create and Use Pivot Tables
Exercise Steps

Cleaning Data (Targeted areas to "Clean" are highlighted in yellow)

Eliminate Blank Rows

From the Home tab ribbon> Editing section:
Click the Find and Select dropdown
Click on Go To Special option
Check the Blanks checkbox
Click OK button
Blank Rows are highlighted
Click on the Delete dropdown (Cells section)
Click on the Delete Sheet Rows option
Blank Rows are deleted

Fix Mixed Date Formats

In the Spreadsheet data, select the Renewal Date Column (Single Click Column Header)
From the Home tab ribbon> Number section:
Click the Format Cells dropdown (Defaults to General value)
Select the Short Date option
All dates changed to Short Date

Apply Currency

In the Spreadsheet data, select the Dues Column (Single Click Column Header)
Go to the Home menu
From the Home tab ribbon> Number section:
Select the Currency option
All numbers changed to US Dollars

Convert Data from Range to Table
(VERY IMPORTANT: Enables addition of new data to data sheet)

From the Spreadsheet data:
Click ANY single cell containing data
Check - ALL Blank data set cells deleted (Done in previous exercise)
From the Insert tab ribbon> Tables section:
Click on the Table button
Observe the Create Table popup; confirm range reflects data set
Keep the My table has headers box checked
Click OK button
Data set converted to Table; observe dropdowns embedded in Column Headers
User placed in Table Design menu
Click in Table Name field (Properties section)
Overwrite Table1 with Membership
Hit keyboard Enter key to save Membership Table Name
No spaces in Name> Can use underscore (i.e. Product_Sales)

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Creating PVTs

Recommended Pivot Tables (button)

From the Spreadsheet data:
Click ANY cell WITHIN the Membership table
From the Insert tab ribbon> Tables section:
Click on Recommended PivotTables (Tables section)
Recommended PivotTables menu displays
Click on the Sum of by State block
Click Ok button
User placed in a new Sheet2 at bottom of spreadsheet
Double click on Sheet2 tab and rename RPVT 1
Recommended Pivot Table One
Sum of by State PVT visible in sheet
Observe - Two additional menus added to Menu Bar:
Design
PivotTable Analyze
Click on the DATA sheet at bottom of spreadsheet
Click on Insert menu (Again)
Click on ANY cell WITHIN Table
Click on Recommended PivotTables (Tables section)
Recommended PivotTables menu displays
Click on the Count of Full Name by State block
Click Ok button
User placed in a new Sheet3 at bottom of spreadsheet
Double click on Sheet2 tab and rename RPVT 2
Count of Full Name by State visible in sheet
Repeat steps for additional Sum of by State Recommended PVT

Pivot Table (button)

From the Spreadsheet data:
Click ANY cell WITHIN the previously created, Membership table
From the Insert tab ribbon> Tables section:
Click on Pivot Table
Click Ok button to accept the Membership Table into Table/Range field
Leave all other settings as defaulted
User placed in a new Sheet2 at bottom of spreadsheet
Double click on the sheet and rename MPVT 1 (Manual Pivot Table One)

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Editing Pivot Tables

Initially Configure the Pivot Table

Ensure in MPVT 1 sheet
Observe – PivotTableX build block embedded in spreadsheet upper left
Observe – PivotTable Fields configure section displays on right
From PivotTable Fields section, CHECK the following Fields – IN ORDER:
Dues
State
Full Name
As they are Checked – values display under Rows or Values sections below
Observe - PivotTableX build block transforms into Pivot Table
Displays State Blocks containing Full Member Names & corresponding Dues
From the Spreadsheet data:
Click ANY cell WITHIN the previously created, Membership table
From the Insert tab ribbon> Tables section:
Click on Pivot Table
Click Ok button to accept the Membership Table into Table/Range field
Observe – New auto-created Sheet3 displays at bottom of spreadsheet
Double click on the sheet and rename MPVT 2
From PivotTable Fields section, DRAG the following Fields (Do NOT CHECK) IN ORDER – to Rows box
State
Dues
Full Name
Observe - PivotTableX build block transforms into Pivot Table
Displays State Blocks of grouped Dues and corresponding Full Names
Switch from MPVT 2 to MPVT 1 - observe differences

Narrow PVT Results & Sort

From MVPT1 Pivot Table,
From the Spreadsheet data:
Click on Dropdown next to Row Labels at top blue headers
Can select single/multiple State values via checkboxes
Uncheck the (Select All) button
Click on CT and NH checkboxes
Observe Results
Click on Row Label Dropdown again
Reset to (Select All)
Click on the – button next to CT
Contracts/expands rows as desired
Right click on a single value within Sum of Dues Column
Select Sort
Select Smallest to Largest – observe results
Applies to ALL values in entire column, regardless of State
Right click on a single value within State Column
Select Sort Z to A– observe results

Changing the Pivot Table Configuration

From MPVT1 Pivot Table
From the PivotTable Fields section:
Drag State from Rows area to Columns area
Observe data changes
Drag State back to Columns from Rows area – place ABOVE Full Name
Drag Dues from Choose Fields area to Columns area
Observe – Dues Totals per Member Tier AND per State much clearer
Drag Dues back to Choose Fields area from Columns area

Additional Tips and Tricks

Formatting Numbers to Currency

From MPVT1 Pivot Table
From the Spreadsheet data:
Right click on any cell under the Grand Total column (Or any Dues related column)
Choose Number Format… (NOT Format Cells)
Format Cells affects underlying cells - will NOT update Table
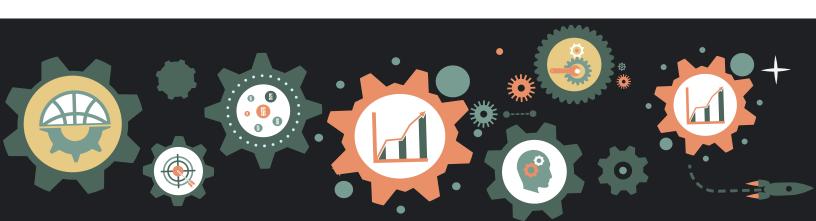Number Format…DOES update Table
Choose Currency and
Observe changes apply to ALL Number fields in Table

Changing Value Field Settings

From MPVT1 Pivot Table
From the PivotTable Fields section:
From the Values area
Click on drop down to right of Sum of Dues
Click on Value Field Settings
Select Count
Observe changes in the Pivot Table
Best practice would be to switch Number Format back to General from Currency
Switch from Count back to Sum

Displaying a Field in Multiple Formats

From MPVT1 Pivot Table
From the PivotTable Fields section:
From Choose Fields checkboxes, DRAG Dues field under the Values section
Displays as Sum of Dues2
From the Spreadsheet data:
Select ANY value in the Sum of Dues2 column
Right click and select Show Values As
Select % of Grand Total
Observe changes apply to ALL Sum of Dues2 columns/fields in Table
Repeat steps 1-6
Right click and select Value Field Settings
Select Count
Observe – Displays 3 distinct displays of Dues data in same PVT

Creating a Basic Chart

From RPVT1
Click on ANY cell WITHIN Table
From the Menu, click on PivotChart (PivotTable Analyze section)
Observe the Insert Chart popup
Click on the 4th Column Chart from right – 3-D Clustered Column
Double click on Chart to Insert into Sheet
Repeat Steps 2-4 and try different Charts
Can Right click and try other Formatting options