



- **How to use pivot tables**

Using Pivot Tables...

- Here is a quick introduction to show you how to get the information you want from pivot tables.
- Pivot tables are easy to use and more flexible than normal excel spreadsheets.
- This document uses the following data file for demonstration purposes: [Purpose of trip - summary](#)
- You may find it useful to open the file and follow the steps as this guide takes you through them

Selecting a Region

- I want to see trend data for London from 2006 and 2009.

	A	B	C	D	E	F
1	Region	England				
2						
3						
4	Data		Year			
5	Trips (Millions)		2006	2007	2008	2009
6			101.8	100.2	95.5	102.9
7			40.7	41.6	40	47.3
8			16	15.4	15.2	15
9	Nights (Millions)		41.9	40.5	37.4	38.2
10			308.8	307.8	295.4	312.9
11			146.5	152.5	142.7	169.5
12			36.6	35.8	34.9	33.6
13	Spend (£ Millions)	All trips	16212	16531	16433	17281
14		Holiday, Pleasure/leisure	8212	8776	8654	9741
15		All Business Travel	3621	3500	3594	3516
16		All VFR	3919	3889	3798	3682
17	Sample	All trips	15349	14863	14196	15141
18		Holiday, Pleasure/leisure	6436	6463	6228	7253
19		All Business Travel	1968	1859	1877	1808
20		All VFR	6462	6181	5693	5738
21						

Please do not select "ALL" option'

1. Click on down arrow by the 'Region' variable

2. Select 'London' and then press 'OK'.

Changing table layout

- I want to look at results for all the regions in 2009.

Before

1. Click on down next to the 'Year' variable and select only 2009.
2. Click on the grey 'Region' box and drag and drop this across to the 'Year' column.

After

Data	Purpose	Year 2009				
		UK	England	London	West Midlands	East of England
Trips (Millions)	All trips	126	102.9	10.8	8.4	10.6
	Holiday, Pleasure/leisure	60.7	47.3	3.6	2.9	4.1
	All Business Travel	17.9	15	2.7	2	1.4
	All VFR	44.4	38.2	4.2	3.3	5
Nights (Millions)	All trips	398.7	312.9	23.8	20.1	31.5
	Holiday, Pleasure/leisure	222.5	169.5	7.9	7.1	14.5
	All Business Travel	42.2	33.6	5.4	4	3.1
	All VFR	125.7	103.2	9.9	8.4	13.3
Spend (£ Millions)	All trips	21881	17281	2230	1214	1409
	Holiday, Pleasure/leisure	12612	9741	951	459	749
	All Business Travel	4336	3516	785	422	258
	All VFR	4509	3682	434	302	388
Sample	All trips	18559	15141	1492	1179	1589
	Holiday, Pleasure/leisure	9284	7253	497	420	659
	All Business Travel	2166	1808	326	235	149
	All VFR	6689	5738	620	492	752

3. If you are asked if you want to replace the contents of the destination cells, click YES

After

Sample sizes

Region		North East	Please do not select "ALL" option for Region.				
Data		Transport Used	Year				Grand Total
Trips (Millions)	All trips		3.4	3.6	4	3.8	14.8
	Car		2.6	2.9	3.1	2.9	11.5
	Train		0.4	0.3	0.4	0.4	1.5
	Plane		0.1	0.1	0.1	0.1	0.4
	Regular bus\coach		0.1	0.1	0.1	0.1	0.4
	Organised coach tour		0.1	0	0.1	0	0.2
	Others		0.1	0.1	0.2	0.1	0.5
	Nights (Millions)	All trips		9.6	12.3	12.2	11.7
Car		7	10.2	9.2	9.1	35.5	
Train		1.2	1.2	1.3	1.3	5	
Plane		0.4	0.3	0.3	0.3	1.3	
Regular bus\coach		0.5	0.2	0.3	0.2	1.2	
Organised coach tour		0.2	0.1	0.2	0.1	0.6	
Others		0.3	0.3	0.6	0.3	1.5	
Spend (£ Millions)	All trips		546	651	697	600	2495
	Car		398	495	514	430	1837
	Train		62	71	84	83	300
	Plane		41	38	30	28	137
	Regular bus\coach		21	14	11	6	52
	Organised coach tour		10	8	14	8	40
	Others		13	24	31	19	87
	Sample	All trips		511	538	578	541
Car			378	424	441	418	1660
Train			66	56	63	62	246
Plane			18	19	14	16	67
Regular bus\coach			19	14	16	13	62
Organised coach tour			11	5	11	9	36
Others			15	18	25	14	72

Sample Sizes

- UKTS volumes and values are calculated from survey data, and at the bottom of each spreadsheet you can see the underlying sample sizes used.
- We have highlighted in red any sample sizes below 50, and we would advise caution in using results where base sizes are below c.200
- If in doubt, you may find it helpful to use an average from two or more years rather than using single year data.