

<b>Title</b>	<b>Use a pivot table to display data</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to: create and edit a pivot table; and create a pivot table report.
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<b>Classification</b>	Business Administration > Business Information Management
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Definitions  
*A pivot table* summarises data to display data in different views.  
*Software help function* includes all online or offline proprietary support and tutorials.
- 2 Assessment against this unit standard must be based on an existing spreadsheet that may be provided by the assessor or created by the candidate.
- 3 Any commonly used proprietary or open-source spreadsheet software may be used for assessment provided it includes the features, or their equivalents, specified in the range statements of performance criteria 1.1 and 1.2.

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### Outcomes and performance criteria

#### Outcome 1

Create and edit a pivot table.

#### Performance criteria

- 1.1 Pivot table is created in accordance with computer textbooks and/or the software help function.  

Range	includes but is not limited to – selecting the data range, define the category field list, adding and removing fields, adding row labels, adding column labels, adding data labels.
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- 1.2 Pivot table is edited in accordance with computer textbooks and/or the software help function.  

Range	includes but is not limited to – applying styles, formatting value fields, rearranging table, determining lay-out options, collapsing and expanding items, sorting fields, adding second value fields, removing fields.
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- 1.3 Pivot table items are grouped in accordance with computer textbooks and/or the software help function.
- 1.4 Report filter is added in accordance with computer textbooks and/or the software help function.

## Outcome 2

Create a pivot table report.

### Performance criteria

- 2.1 Pivot table report is created, including a pivot chart, in accordance with computer textbooks and/or the software help function.

**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 November 2011	31 December 2017
Rollover	2	16 April 2015	31 December 2022
Review	3	27 February 2020	31 December 2022

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.