

<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.
----------------	--

<b>Classification</b>	Business Administration > Business Information Management
-----------------------	---

<b>Available grade</b>	Achieved
------------------------	----------

---

### Explanatory notes

- 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 evidence requirements 1.1 and 1.2.

---

### Outcomes and evidence requirements

#### Outcome 1

Create and edit a pivot table.

#### Evidence requirements

- 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.
- 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.

- 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.

### Evidence requirements

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

<b>Planned review date</b>	31 December 2019
----------------------------	------------------

### Status information and last date for assessment for superseded versions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	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0113
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

### Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

### **Comments on this unit standard**

Please contact NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.