

How can I convert a pivot table to a table in Excel?

Authored by
stats writer

June 30, 2024

RECOMMENDED CITATION

stats writer (2024). *How can I convert a pivot table to a table in Excel?*. PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=161487>

Converting a pivot table to a table in Excel involves transforming the data layout and structure of a pivot table into a regular, tabular format. This can be done by selecting the pivot table, clicking on the "Design" tab, and then selecting "Convert to Range." This action will convert the pivot table into a standard table, allowing for further data manipulation and analysis. Converting a pivot table to a table in Excel is a useful tool for simplifying complex data and creating a more organized and accessible format for data analysis.

Convert a Pivot Table to a Table in Excel

The following step-by-step example shows how to convert an Excel pivot table to a data table.

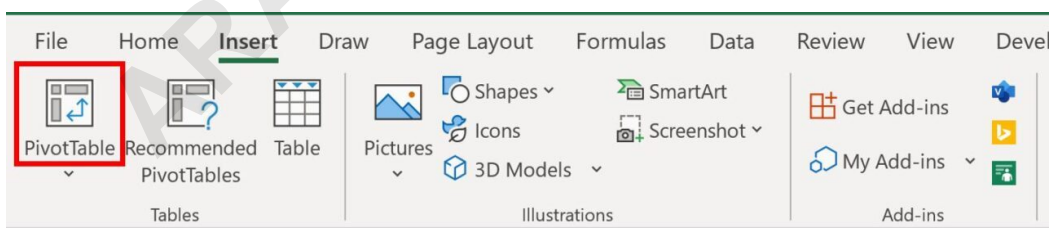
Step 1: Enter the Data

First, let's enter the following sales data for three different stores:

	A	B	C	D	E	F
1	Store	Product	Quantity			
2	A	Laptop	4			
3	A	TV	9			
4	A	TV	5			
5	A	Laptop	6			
6	A	Phone	6			
7	B	Phone	3			
8	B	TV	2			
9	B	Laptop	7			
10	B	TV	5			
11	B	Phone	4			
12	C	Phone	4			
13	C	Phone	6			
14	C	Laptop	3			
15	C	TV	10			
16	C	Laptop	4			
17						
18						
19						

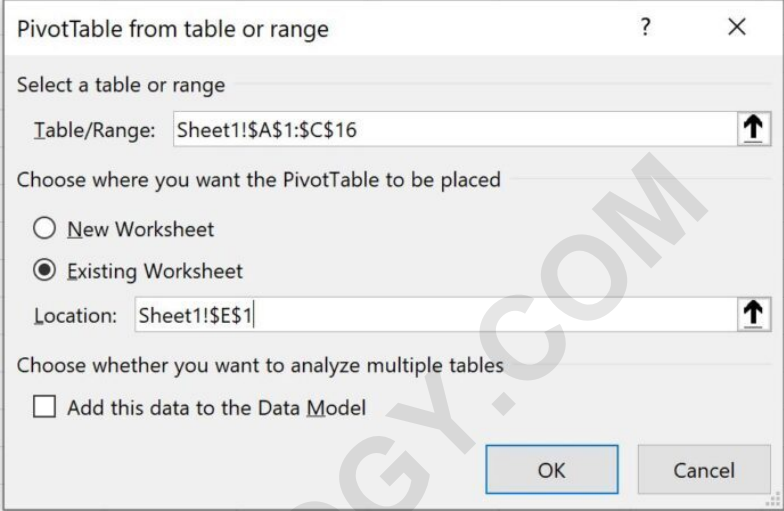
Step 2: Create the Pivot Table

To create a pivot table, click the Insert tab along the top ribbon and then click the PivotTable icon:



In the new window that appears, choose A1:C16 as the range and choose to place the pivot table in cell E1 of the existing worksheet:

	A	B	C	D	E	F	G	H	I
1	Store	Product	Quantity						
2	A	Laptop	4						
3	A	TV	9						
4	A	TV	5						
5	A	Laptop	6						
6	A	Phone	6						
7	B	Phone	3						
8	B	TV	2						
9	B	Laptop	7						
10	B	TV	5						
11	B	Phone	4						
12	C	Phone	4						
13	C	Phone	6						
14	C	Laptop	3						
15	C	TV	10						
16	C	Laptop	4						
17									
18									
19									
20									
21									
22									
23									



PivotTable from table or range

Select a table or range

Table/Range: Sheet1!\$A\$1:\$C\$16

Choose where you want the PivotTable to be placed

New Worksheet

Existing Worksheet

Location: Sheet1!\$E\$1

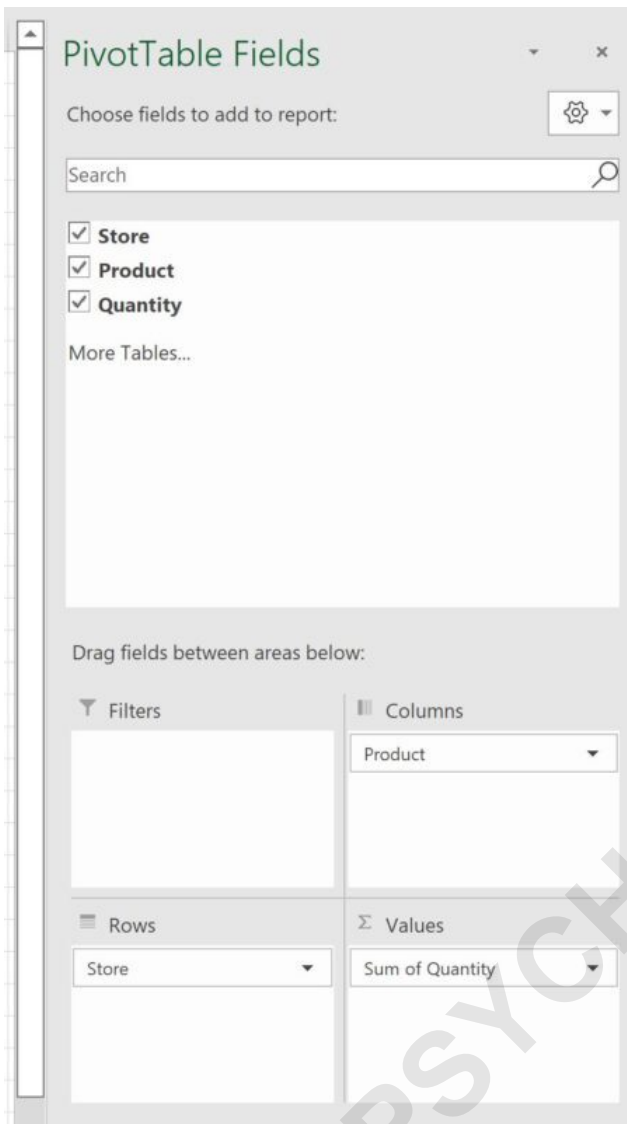
Choose whether you want to analyze multiple tables

Add this data to the Data Model

OK Cancel

Once you click OK, a new PivotTable Fields panel will appear on the right side of the screen.

Drag the Store field to the Rows box, then drag the Product field to the Columns box, then drag the Quantity field to the Values box:



The pivot table will automatically be populated with the following values:

	A	B	C	D	E	F	G	H	I
1	Store	Product	Quantity		Sum of Quantity	Column Labels			
2	A	Laptop	4		Row Labels	TV	Laptop	Phone	Grand Total
3	A	TV	9		A		14	10	6
4	A	TV	5		C		10	7	10
5	A	Laptop	6		B		7	7	7
6	A	Phone	6		Grand Total		31	24	23
7	B	Phone	3						
8	B	TV	2						
9	B	Laptop	7						
10	B	TV	5						
11	B	Phone	4						
12	C	Phone	4						
13	C	Phone	6						
14	C	Laptop	3						
15	C	TV	10						
16	C	Laptop	4						
17									
18									
19									

The screenshot shows the Excel interface with a pivot table in the background. A context menu is open over the pivot table, displaying options such as Cut, Copy, Paste Options, Paste Special, Smart Lookup, Insert Copied Cells, Delete, Clear Contents, and Quick Analysis. The 'Paste Options' section is expanded, and the '123' icon (representing a table) is highlighted with a red box, indicating the user's intention to convert the pivot table into a standard table.

The values from the pivot table will automatically be pasted as regular data values, starting in cell E8:

	A	B	C	D	E	F	G	H	I
1	Store	Product	Quantity		Sum of Quantity	Column Labels			
2	A	Laptop	4		Row Labels	TV	Laptop	Phone	Grand Total
3	A	TV	9		A	14	10	6	30
4	A	TV	5		C	10	7	10	27
5	A	Laptop	6		B	7	7	7	21
6	A	Phone	6		Grand Total	31	24	23	78
7	B	Phone	3						
8	B	TV	2		Sum of Quantity	Column Labels			
9	B	Laptop	7		Row Labels	TV	Laptop	Phone	Grand Total
10	B	TV	5		A	14	10	6	30
11	B	Phone	4		C	10	7	10	27
12	C	Phone	4		B	7	7	7	21
13	C	Phone	6		Grand Total	31	24	23	78
14	C	Laptop	3						
15	C	TV	10						
16	C	Laptop	4						
17									
18									
19									
20									

Notice that this table doesn't contain any of the fancy formatting or dropdown filters that were in the pivot table.

We're simply left with a table of regular data values.

Additional Resources

The following tutorials explain how to perform other common tasks in Excel: