

Reference Guide for Pivot Tables Section 3



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SECTION 3

Topics of discussion



SECTION 3: DISTINCT COUNTS

- What is a Distinct Count?
- Steps for using Distinct Counts
- Key takeaways

WHAT IS A DISTINCT COUNT?

- A distinct count is used to ensure that a reoccurring item in a data set, will only be counted once.
- By default, a Pivot Table will count all records in a data set. To show a unique or distinct count, you must add data to the object model when the pivot table is created.

SECTION 3

Distinct counts

STEP 1

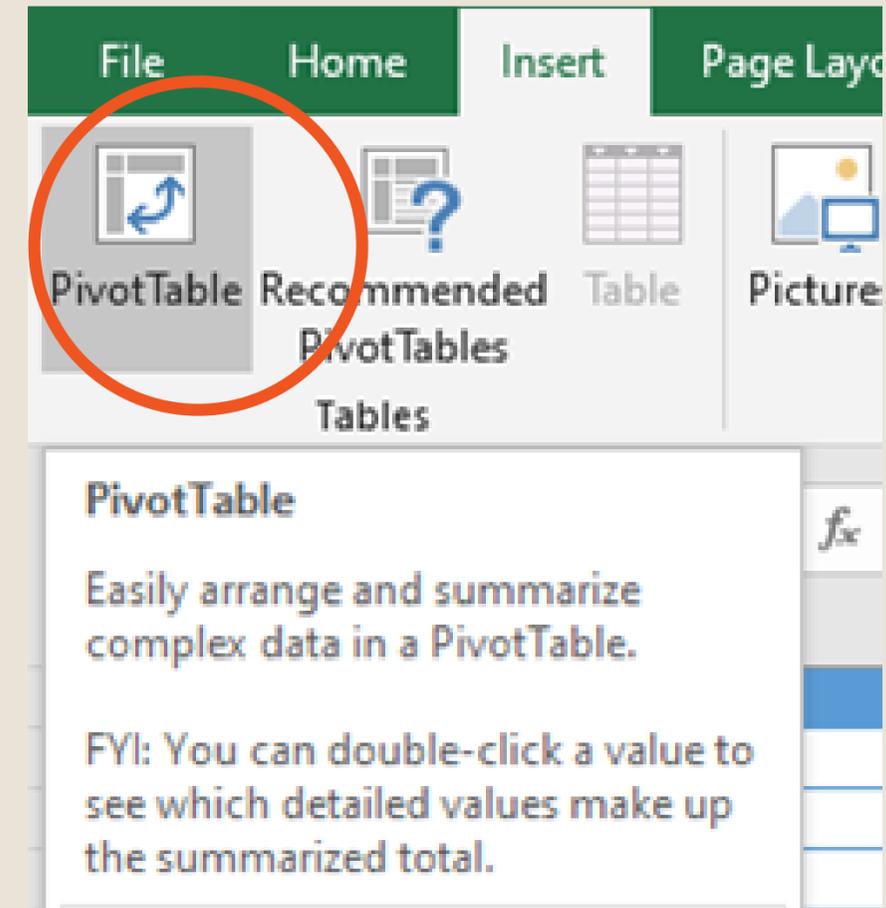
- Make sure you have sufficient data on your sheet.

STEP 2

- Insert Pivot Table
- **Make sure you click a cell in the range of data so it selects it all**

STEP 3

- In the screen that pops up, select "Add this data to the Data Model" and press "OK"



New Worksheet

Existing Worksheet

Location:

Choose whether you want to analyze multiple tables

Add this data to the Data Model

OK

Cancel

SECTION 3

Distinct counts continued

STEP 4

- Click & Drag the field you want a distinct count for under Values
- Note* that to the below is what will pop up before asking for a Distinct Count after completing Step 4

1		
2		
3	Count of Country	
4		700
5		
6		
7		
-		

The screenshot shows a software interface with a list of fields on the left and configuration panels on the right. The 'Country' field is selected and circled in red. Below the list, there are panels for 'Filters', 'Columns', 'Rows', and 'Values'. The 'Values' panel is also circled in red and shows 'Count of Country' selected.

Segment

Country

Product

Discount Band

Units Sold

Manufacturing Price

Sale Price

Drag fields between areas below:

Filters

Columns

Rows

Σ Values

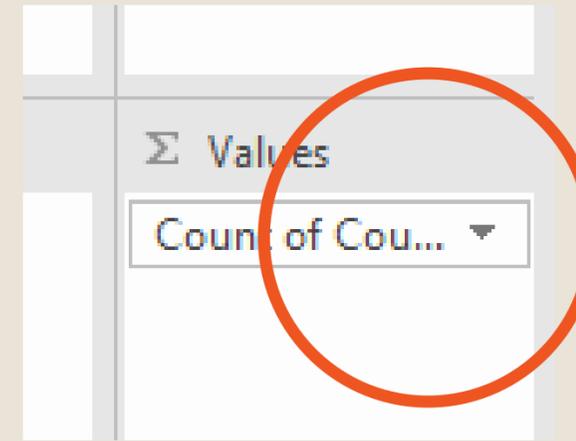
Count of Co... ▼

SECTION 3

Distinct counts continued

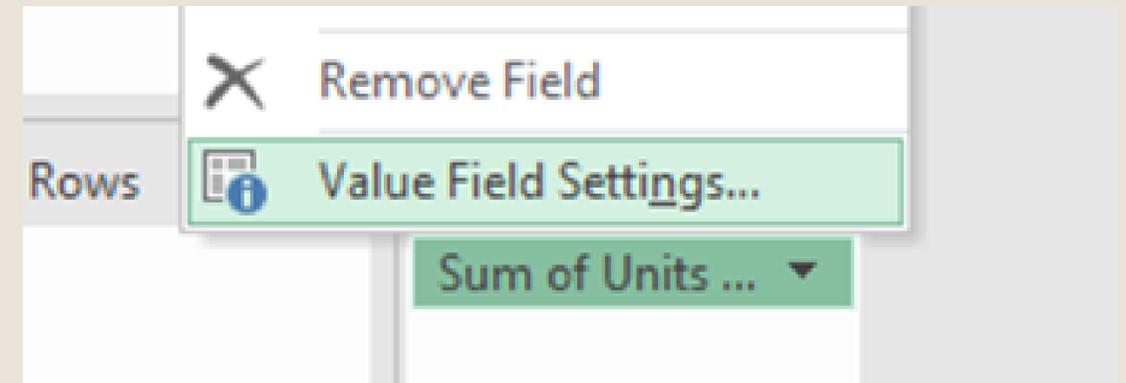
STEP 5

- Click the drop-down menu on the field you added under Values



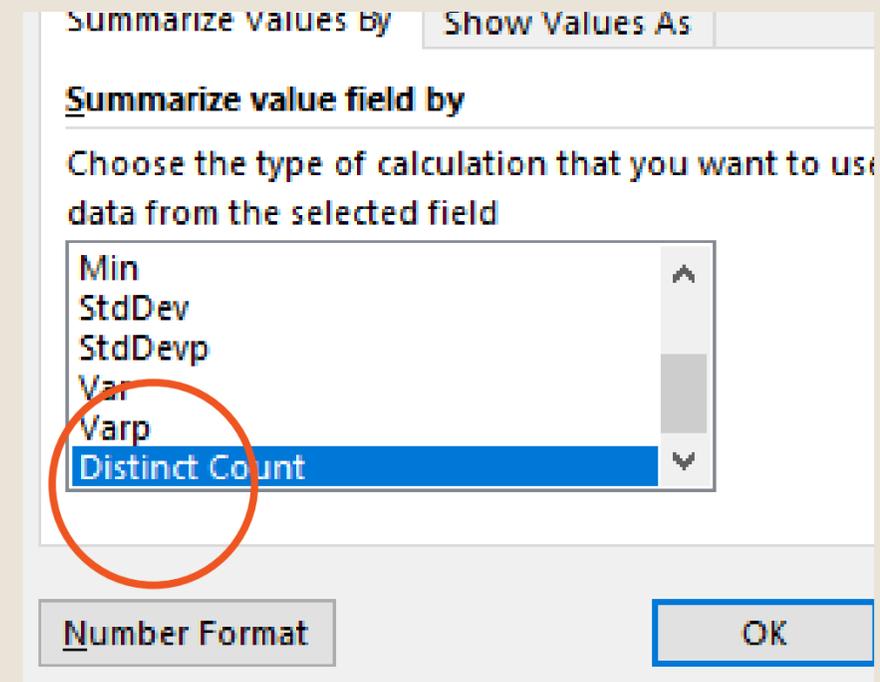
A.)

Click Value Field Settings



B.)

In the "Value Field Settings" window that pops up, scroll down, select Distinct Count and press "OK"



SECTION 3

Distinct counts continued

BEFORE

1		
2		
3	Count of Country	
4	700	
5		
6		
7		
-		

AFTER

1		
2		
3	Distinct Count of Country	
4	6	
5		
6		
7		

TAKEAWAYS:

- Notice how the count changed significantly
- This is because before using Distinct Count it counted **all the Units**, even ones that were duplicates.
- After using distinct count, it gave us the total of each unique value that exists in the field of data selected.
- This function is good to use when you want to count unique values of an item.