



Australian Government
Department of Foreign Affairs and Trade



Trade statistical pivot table User guide

Statistics Section
Office of Economic Analysis
Department of Foreign Affairs & Trade
2016



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Introduction

About this guide

The Department of Foreign Affairs and Trade (DFAT) now publishes a range of trade statistical datasets in Microsoft Office Excel Pivot table format. The purpose of this guide is to assist users to understand how to make the most of this trade data while also providing information on how to manipulate data within these pivot tables.

Using pivot tables in Microsoft Excel

Pivot tables are a powerful, easy to use data analysis tool that enables you to reorganise, filter, group and summarise data by choosing, or dragging and dropping variables into and out of a table.

Prerequisites

A working knowledge of Microsoft (MS) Office Excel is required to use the trade statistical pivot tables. The pivot table has been generated in MS Excel 2010 and is also compatible with MS Excel 2007 or later versions. It cannot be used in earlier versions of Excel.

For more information on how to use MS Excel see [MS Support](#).

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DFAT's Trade statistical pivot tables

Where to find the Trade statistical pivot tables

The trade pivot tables are located on the DFAT website at:

<http://dfat.gov.au/about-us/publications/Pages/trade-statistical-pivot-tables.aspx>

Trade statistical pivot tables

DFAT publishes four trade statistical pivot tables, two at the Australia level and two at the State/Territory level:

- Country and commodity pivot table
- Country and TRIEC pivot table
- State country and commodity pivot table
- State country and TRIEC pivot table

These tables provide an alternative output format for information contained in the DFAT trade statistical publications *Composition of Trade* and *Australia's trade by State and Territory*.

The '**Country and commodity**' pivot table expands on the tables included in Section 7 of the *Composition of Trade* publication – *Australia's major merchandise trading partners' top 20 exports and imports*.

In this pivot table, Australia's merchandise exports and imports is based on the United Nations' Standard International Trade Classification revision 4 (SITCr4) at the 3-digit level, for all partner countries and selected partner country groups. Yearly time series data is available from 2005-06 and annual time series data is available from 2006.

The '**Country and TRIEC**' pivot table expands on the tables included in Section 4 of the *Composition of Trade* publication - *Australia's merchandise trade by level of processing*.

In this pivot table, Australia's merchandise exports and imports is based on DFAT's Trade Import Export Classification (TRIEC) at the 1-, 2-, 3- and 4-digit levels for all partner countries and selected partner country

groups. Export data is also split between total exports and Australian produced exports. Yearly time series data is available from 1989-90 and annual time series data is available from 1990.

The two State pivot tables provide a State/Territory split of the '**State by country and commodity**' and '**State by country and TRIEC**'. These pivot tables expand on tables included in Australia's trade by State and Territory publication.

The pivot tables should be used in conjunction with the **Explanatory notes** in these publications.

Caution with using the Australia level and State level pivot tables

Data compiled for the Australia level pivot tables has been adjusted by DFAT from the raw monthly trade data published by the Australian Bureau of Statistics (ABS). These adjustments help resolve a number of under-reporting issues impacting on the raw ABS data at the total Australia level. However these adjustments cannot be applied at the State/Territory level. As a result the total Australia level in the State pivot tables will not match the totals in the Australian pivot tables. This also applies to partner country totals. The Australian pivot tables provide a more accurate picture of Australia's trade as this level.

For more information on the adjustments DFAT applies to the raw ABS monthly trade data please refer to the DFAT adjustments document on the DFAT website at: <http://dfat.gov.au/about-us/publications/trade-investment/Pages/dfat-adjustments-to-abs-official-trade-data.aspx>.

Confidentiality in ABS trade data

To avoid divulging commercially-sensitive details of individual firms, the ABS restricts release of statistics on certain commodities. Such details are aggregated into a 'dump' item (SITC code 988) or (TRIEC code 3041) in the pivot tables.

To assist users of Australian trade data, the ABS publishes a monthly list of all Australian Harmonized Export Commodity Classification (AHECC) and Harmonized Tariff Item Statistical Code (HTISC) commodities with confidential restrictions in place in the publication *International Merchandise Trade: Confidential Commodities List* ([ABS catalogue 5372.0.55.001](#)). The relevant SITC code is also published. This publication is an essential reference guide for users of ABS merchandise statistics to ensure they are interpreting the trade statistics correctly.

DFAT has also written a number of articles on confidentiality in ABS merchandise trade statistics. A number of these articles are updated on a regular basis. The most useful articles include:

- Confidentiality in Australian merchandise export statistics
- Impact of ABS confidential restrictions on exports of nickel (updated annually)
- Australia's imports of aircraft & parts (updated annually)

The articles are available on the DFAT website at: <http://dfat.gov.au/about-us/publications/Pages/recent-trade-statistical-articles-and-information-papers.aspx>.

Structure of the trade statistical pivot table

The following guides use the '**Country and commodity**' pivot table as the working example. However all four pivot tables are structured in a similar way and the instructions can be applied equally to the other pivot tables.

The following diagram shows the basic structure of the '**Country and commodity**' pivot table. There are a series of fields such as Year, Trade Type, SITC 3-digit, Country, Geographical level 1, 2 & 3, APEC, ASEAN, EU28 & OECD, Sector and A\$'000s to choose from to create a report.

The pivot table will load with the *Pivot Table Field List* displayed (right-hand side panel in **Figure 1** below).

Figure 1: Structure of the Country and commodity pivot table

Row Labels	2009	2010	2011	2012	2013	2014
281 Iron ores & concentrates	30,188,955	49,628,525	64,358,039	54,517,627	69,552,366	66,094,694
321 Coal	39,450,212	42,980,955	46,725,887	41,278,035	39,814,700	38,018,199
333 Crude petroleum	19,492,876	26,718,361	32,278,091	32,555,007	29,242,996	30,613,920
334 Refined petroleum	12,690,057	12,406,080	17,243,088	19,141,971	20,971,970	21,385,792
781 Passenger motor vehicles	13,261,359	17,719,138	15,510,730	18,616,520	20,265,435	19,344,673
343 Natural gas	9,510,983	11,075,745	13,121,443	15,595,836	16,997,642	17,743,043
971 Gold	24,247,740	21,484,928	21,473,379	21,366,491	18,693,203	17,464,931
988 Confidential items of trade	10,095,208	11,637,488	11,957,862	9,126,144	8,911,813	11,101,456
764 Telecom equipment & parts	8,134,956	8,371,333	9,216,427	9,687,786	10,129,619	11,083,975
542 Medicaments (incl veterinary)	11,312,088	11,496,389	11,808,029	12,027,189	10,878,151	9,911,331

Fields

Fields are also known as data items or variables. They are what enable us to specify the data to be displayed in the pivot table.

Fields enable the data to be summarised or filtered.

Within each of these fields are items. For example the items of the field called **Trade type** are:

- All (= Total trade)
- Total Exports
- Total Imports

Clicking the down arrow at the right of the field name will reveal the item selector, showing the items that make up the field.

There must be at least one data field (values) in the table to provide the numbers for the summary. In the example above it is **Sum of A\$000**.

All the fields can be moved to different areas within the pivot table (i.e. report filters, column labels; row labels; values) by using the mouse to drag and drop via the *PivotTable Field List* (or by directly dragging the items on the pivot table) to give different summaries of the data.

Report filter (page area)

Dark green and light green highlights in Figure 1

The **Report filter** (dark green highlight) is used to display the fields used for filtering the data.

The **Reporter filter items** (light green highlight) is used to select the items needed to create a report

- In the example below the **Country** field has been clicked to reveal the list of countries available. In the **Country** field select either (All) for total all countries or select an individual country. This filter is reflected in the numbers in the data area – see Filtering data for further information.

The screenshot shows a trade statistical pivot table interface. At the top, there are filter fields for 'Trade type', 'Sector', and 'Country', all set to '(All)'. Below these is a search bar and a list of countries. The main table has a header row with years 2010-2014. The data area contains values for various trade items, with the 'Sum of A\$000' field highlighted in light orange. The 'Country' field is highlighted in light blue, and the 'Year' field is highlighted in purple.

Row Labels	2010	2011	2012	2013	2014
281 Iron ores & concentrates	30,188,955	49,628,525	64,358,039	54,517,627	69,552,366
321 Coal	39,450,212	42,980,955	46,725,887	41,278,035	39,814,700
333 Crude petroleum	19,492,876	26,718,361	32,278,091	32,555,007	29,242,996
334 Refined petroleum	12,690,057	12,406,080	17,243,088	19,141,971	20,971,970
781 Passenger motor vehicles	13,261,359	17,719,138	15,510,730	18,616,520	20,265,435
343 Natural gas	9,510,983	11,075,745	13,121,443	15,595,836	16,997,642
971 Gold	24,247,740	21,484,928	21,473,379	21,366,491	18,693,203
988 Confidential items of trade	10,095,208	11,637,488	11,957,862	9,126,144	8,911,813
764 Telecom equipment & parts	8,134,956	8,371,333	9,216,427	9,687,786	10,129,619
542 Medicaments (incl veterinary)	11,312,088	11,496,389	11,808,029	12,027,189	10,878,151

Values (data area)

Light orange highlight in Figure 1.

This area contains the numeric summaries determined by the organisation of the fields in the page, row and column fields.

In the example above the data (values) field is **A\$000**.

The type of summary used in the example is SUM, giving:

- Sum of A\$000.

See below for more way to summarise the data.

IMPORTANT

When using DFAT pivot tables, the data field is A\$000. This is the only field that should be placed in the data (values) area.

Row area

Light blue highlight in Figure 1.

The items of fields placed in the row area will be displayed and the summaries created will form the rows of the data area.

In the example above the **SITC 3-digit field** is in the row area and displays the row items.

For fields in the row area, when the items are revealed, selection boxes appear next to each item enabling selection of specific items.

Column heading

Purple highlight in Figure 1.

The items of fields placed in the column heading will be displayed and the summaries created will form the columns of the data area.

In the example above the **Year field** is in the column heading.

The same item selection rules apply to fields in the row area and column heading.

Pivot table field list

Not all available fields need to be shown in the Report filter, Row, Column or Values areas. To simplify using the pivot table, only select the fields required to be displayed.

- A full list of all the fields available can be seen in the **Pivot Table Field List**.
- To open the Pivot Table Field List:
 - Hover over the pivot table with the mouse pointer and right-click to reveal the Pivot Table Sub-Menu
 - Select Show Field List.
- Fields that are currently displayed on the pivot table are shown in bold (see Figure 1).
- Fields that are not displayed are shown in normal font.
- To display a field not already on the pivot table:
 - Use the mouse to select the field from the Pivot Table Field List, drag/drop it to the appropriate area on the pivot table
 - The field will now be shown in bold in the field list.
- To remove a field that is currently displayed on the pivot table:
 - Use the mouse to deselect the field from the Pivot Table Field List OR
 - Drag it out of the pivot table area until you see an X beside the mouse icon and drop the field icon
 - The field will now appear in the Pivot Table field List in normal font.

The Pivot Table Field List can be locked to the sides of the screen. Drag the box to the left or right and when positioned correctly it will snap to the side and expand out. In this position it will remain displayed while a cell in the pivot table is selected.

Using fields to summarise data

Moving fields

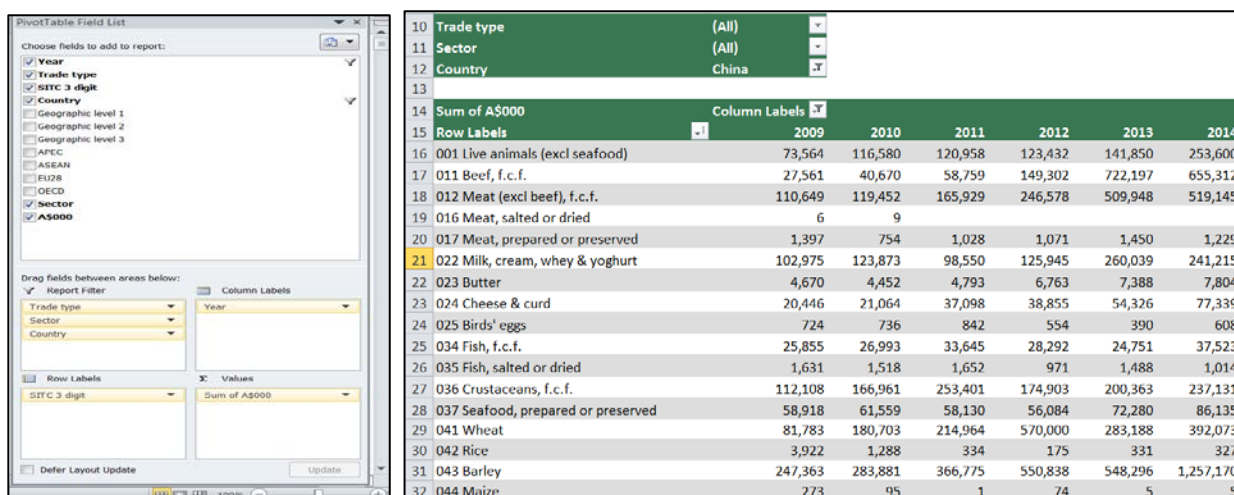
Fields in any part of the pivot table can be moved to any other part.

To move a field select the field name with the mouse and drag and drop the field in the new location. The table will then be automatically updated with the revised table layout and data. If a field is placed in the wrong position, simply select, drag and drop to the correct location.

The A\$000 field should only be in the values area.

- The example below shows **Trade Type** (All), **Sector** (All) and **Country** fields (with China only selected) in the Report Filter; **SITC 3-digit** in the Row Labels; **Year** in the Column Labels and **A\$000** in Values.

Report generated from above: Australia's total trade (exports plus imports) with China by commodity



The screenshot shows the PivotTable Field List on the left and the resulting pivot table on the right. The Field List has 'Year', 'Trade type', 'SITC 3-digit', and 'A\$000' checked. 'Trade type', 'Sector', and 'Country' are in the Report Filter, 'SITC 3-digit' is in Row Labels, 'Year' is in Column Labels, and 'Sum of A\$000' is in Values. The pivot table displays data for 2009-2014, with rows for SITC 3-digit categories and columns for years. The total for 2014 is 1,257,170 A\$000.

Trade type	(All)
Sector	(All)
Country	China
Sum of A\$000	Column Labels
Row Labels	2009 2010 2011 2012 2013 2014
001 Live animals (excl seafood)	73,564 116,580 120,958 123,432 141,850 253,600
011 Beef, f.c.f.	27,561 40,670 58,759 149,302 722,197 655,312
012 Meat (excl beef), f.c.f.	110,649 119,452 165,929 246,578 509,948 519,145
016 Meat, salted or dried	6 9
017 Meat, prepared or preserved	1,397 754 1,028 1,071 1,450 1,229
022 Milk, cream, whey & yoghurt	102,975 123,873 98,550 125,945 260,039 241,215
023 Butter	4,670 4,452 4,793 6,763 7,388 7,804
024 Cheese & curd	20,446 21,064 37,098 38,855 54,326 77,339
025 Birds' eggs	724 736 842 554 390 608
034 Fish, f.c.f.	25,855 26,993 33,645 28,292 24,751 37,523
035 Fish, salted or dried	1,631 1,518 1,652 971 1,488 1,014
036 Crustaceans, f.c.f.	112,108 166,961 253,401 174,903 200,363 237,131
037 Seafood, prepared or preserved	58,918 61,559 58,130 56,084 72,280 86,135
041 Wheat	81,783 180,703 214,964 570,000 283,188 392,073
042 Rice	3,922 1,288 334 175 331 327
043 Barley	247,363 283,881 366,775 550,838 548,296 1,257,170
044 Maize	273 95 1 74 5 5

- The example below shows Total Exports selected in the **Trade type** and Manufactures selected in the **Sector** fields in the Report Filter; **SITC 3-digit** in the Row Labels; **Year** in the Column Labels and **A\$000** in Value. Country data wasn't required in the pivot table and has been unchecked.

Report generated from above: Australia's total manufactures exports by commodity

PivotTable Field List

Choose fields to add to report:

☒

Year

☒

Trade type

☒

SITC 3 digit

☐

Country

☐

Geographic level 1

☐

Geographic level 2

☐

Geographic level 3

☐

APEC

☐

ASEAN

☐

EU28

☐

OECD

☒

Sector

☒

A\$000

Drag fields between areas below:

Report Filter

Trade type

Sector

Column Labels

Year

Row Labels

SITC 3 digit

Σ Values

Sum of A\$000

Defer Layout Update

Update

Trade type

Total Exports

Sector

Manufactures

Sum of A\$000

Column Labels

Row Labels

2009

2010

2011

2012

2013

2014

511 Hydrocarbons & derivatives

2,859

16,485

7,527

3,738

1,824

2,391

512 Alcohols, phenols & derivatives

72,578

84,936

87,725

97,171

55,691

23,083

513 Carboxylic acids & derivatives

34,290

42,007

37,318

40,495

45,603

61,209

514 Nitrogen-function compounds

14,179

15,847

17,592

30,972

22,265

39,841

515 Organo-inorganic compounds

16,296

8,936

20,156

32,317

26,782

26,342

516 Other organic chemicals

14,093

13,912

19,157

17,190

18,605

15,264

522 Inorganic chemical elements

451,665

510,129

528,048

634,616

772,156

732,215

523 Salts of inorganic acids & metals

37,477

37,335

31,618

38,534

43,587

41,449

524 Other inorganic chemicals

10,176

4,111

6,257

8,469

6,172

6,044

525 Radioactive materials

17,903

14,023

17,845

15,821

16,757

21,011

531 Synthetic organic colouring

23,908

23,927

12,517

15,515

27,366

25,782

532 Dyeing & tanning extracts

2,142

3,626

5,206

3,668

4,155

5,487

533 Pigments, paints & varnishes

648,648

636,772

756,679

649,445

655,973

748,715

541 Pharm products (excl medicaments)

408,084

399,827

464,433

472,599

477,357

508,309

542 Medicaments (incl veterinary)

3,663,344

3,600,526

3,278,095

3,848,940

3,085,083

2,414,660

A subtotal can be added for the Country totals by right clicking on one of the country labels in the row labels field and selecting Subtotal “country” from the drop down menu as displayed in the example below.

- The example below shows the **Country** and **SITC 3-digit fields** are **stacked** in the Row Labels, providing a breakdown of country by commodity (Row) and Year (Column) and A\$000 (Values) with a subtotal for the Country.

Please note: If pivot table is ranked by top 10 etc the subtotal for the country will be incorrect as it will only be summing those top 10 commodities and not all the commodities (see 3rd screen shot below). Ensure the filter has not been selected (see the **Display top countries/commodities** section).

Report generated from above: Australia’s exports by country by commodity (with country subtotal in 2014)

Trade type	Total Exports		
Sum of A\$000	Column Labels		
Row Labels		2013	2014
Afghanistan		6,834	7,054
811 Prefabricated buildings		2,450	2,842
988 Confidential items of trade		0	2,115
011 Beef, f.c.f.		864	899
792 Aircraft, spacecraft & parts		869	354
764 Telecom equipment & parts		483	261
778 Electrical machinery & parts, nes		623	124
892 Printed matter			115
012 Meat (excl beef), f.c.f.		413	102
772 Electrical circuits equipment		4	78
931 Special transactions & commodities		36	39
759 Computer parts & accessories			23
713 Internal combustion piston engines		244	19
773 Electrical distributing equipment		19	13
743 Pumps (excl liquid pumps) & parts		22	10
885 Watches & clocks		0	10
776 Electronic integrated circuits			9
898 Musical instruments & parts		13	9

Trade type	Total Exports		
Sum of A\$000	Column Labels		
Row Labels		2013	2014
Afghanistan		6,289	6,716
811 Prefabricated buildings		2,450	2,842
988 Confidential items of trade		0	2,115
011 Beef, f.c.f.		864	899
792 Aircraft, spacecraft & parts		869	354
764 Telecom equipment & parts		483	261
778 Electrical machinery & parts, nes		623	124
012 Meat (excl beef), f.c.f.		413	102
713 Internal combustion piston engines		244	19
695 Hand or machine tools		139	
288 Non-ferrous waste & scrap		203	

Subtotal above is showing the sum of all exported commodities to Afghanistan.

Subtotal to the left is showing the sum of the top 10 exported commodities only to Afghanistan as a filter was used.

Filtering data

Fields appearing in the Page area (Report Filter) can be used to filter the data. For example you may just want to analyse data for one particular country.

To apply a filter, do the following:

- Make sure the field to be filtered is in the Page area. [If the Country field is not in the Report Filter page area, use the mouse to drag it there.]

- Click the down-arrow at the right of the field box. This will reveal the items of the field.
 - In the Report Filter it is advisable to only select one item for the Trade Type and Sector fields. To select multiple items ensure the box is checked next to **Select Multiple Items** (see examples below).
 - Within the Country field, a variety of combinations can be selected – (All) for total all countries (clicked once it will SELECT ALL items, clicked a second time it will DE-SELECT ALL items), an individual country or a selection of countries to get a group total (i.e. selecting the countries in the G20 will produce a G20 total) by checking or unchecking the box next to the country name (see example below).

Trade type:

AUSTRALIA'S MERCHANDISE EXPORTS AND IMPORTS

Trade type: **Total Imports** (All)

Sector: **(All)**

Country: **(All)**

Sum of A\$000

Row Labels	2010	2011	2012	2013	2014
333 Crude petroleum	12,318,198	16,216,758	20,826,624	21,566,816	20,227,124
334 Refined petroleum	10,276,917	9,968,175	14,305,507	15,870,892	18,229,118
781 Passenger motor vehicles	11,677,728	15,917,096	14,158,631	16,919,250	18,290,457
764 Telecom equipment & parts	7,243,443	7,535,465	8,324,582	8,750,359	9,074,800
542 Medicaments (in primary forms)	7,648,744	7,895,863	8,529,934	8,178,249	7,793,068
752 Computers	6,525,927	6,634,226	6,776,717	6,942,520	7,316,162
988 Confidential items of trade	6,099,996	6,728,618	5,155,123	4,542,147	6,784,871
782 Goods vehicles	4,367,057	6,019,440	6,152,896	8,561,609	6,436,415
741 Heating & cooling equipment & parts	2,151,926	2,247,628	2,173,019	2,264,799	3,319,551
971 Gold	9,197,317	7,046,866	6,396,421	5,840,831	4,795,561
743 Pumps (excl liquid pumps) & parts	3,652,922	2,219,900	1,726,154	2,418,011	3,215,892
821 Furniture, mattresses & cushions	2,632,463	2,628,841	2,780,203	2,904,966	3,176,454
874 Measuring & analysing instruments	2,649,019	2,616,324	2,635,093	2,949,569	2,773,862
784 Vehicle parts & accessories	2,205,355	2,571,673	2,647,869	2,932,063	2,796,583
723 Civil engineering equipment & parts	2,571,461	3,049,053	4,263,579	6,821,861	3,464,261

Sector:

AUSTRALIA'S MERCHANDISE EXPORTS AND IMPORTS

Trade type: **Total Imports** (All)

Sector: **(All)**

Country: **(All)**

Sum of A\$000

Row Labels	2010	2011	2012	2013	2014
333 Crude petroleum	12,318,198	16,216,758	20,826,624	21,566,816	20,227,124
334 Refined petroleum	10,276,917	9,968,175	14,305,507	15,870,892	18,229,118
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782 Goods vehicles	4,367,057	6,019,440	6,152,896	8,561,609	6,436,415
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971 Gold	9,197,317	7,046,866	6,396,421	5,840,831	4,795,561
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821 Furniture, mattresses & cushions	2,632,463	2,628,841	2,780,203	2,904,966	3,176,454
874 Measuring & analysing instruments	2,649,019	2,616,324	2,635,093	2,949,569	2,773,862
784 Vehicle parts & accessories	2,205,355	2,571,673	2,647,869	2,932,063	2,796,583
723 Civil engineering equipment & parts	2,571,461	3,049,053	4,263,579	6,821,861	3,464,261

Country: **Select Multiple Items** has been checked. Algeria, Angola and Anguilla have been selected – this will give a total imports figure for those 3 countries only.

AUSTRALIA'S MERCHANDISE EXPORTS AND IMPORTS


Trade type: **Total Imports** (All)


Sector: **(All)**

Country: **(Multiple Items)**

Sum of A\$000

Row Labels	2010	2011	2012	2013	2014
054 Vegetables, f.c.f.	5	9	5	14	17
074 Fruit & nuts				17	
111 Non-alcoholic beverages		2			
112 Alcoholic beverages		56			
272 Crude fertilisers		18	10		
333 Crude petroleum	146,000	281,711		115,575	
342 Liquefied propane gas					36,784
562 Fertilisers (excl crude)		213			
625 Rubber tyres, treads & tubes	5				1
629 Rubber articles, nes	4	3	3	12	
658 Made-up textile articles, nes				6	
666 Pottery			4		
667 Pearls & gems			1,366		
694 Nails, screws, nuts, bolts & rivets	3	7	15	1	4

Click on the drop down arrow  and click the item/s to be selected and OK

- The data and summaries will now reflect the selection applied
- The field will show the value of the selection applied
- To remove the selected items, click on the drop down arrow  and click **(All)** and OK.

Selecting data

When fields are displayed in the row or column areas you can use the item selector to limit what data is displayed. This is similar to applying a filter whereby you can select more than one item from the field to display.

- The item selector is a good way to see what items are contained within a field, if the field name is ambiguous
- In the example below, the SITC 3-digit field items (Row labels) are shown with just 333 Crude petroleum and 334 Refined petroleum selected and displayed
- When specific selections are made the summaries in the data area and grand totals reflect these selections
- The **(Select All)** option enables you to over-ride an existing selection. Clicked once it will SELECT ALL items. Clicked a second time it will DE-SELECT ALL items

More Sort Options...

Clear Filter From "SITC 3 digit"

Label Filters

Value Filters

Search

- ☐ 321 Coal
- ☐ 322 Briquettes, lignite & peat
- ☐ 325 Coke & semi-coke
- ☒ 333 Crude petroleum
- ☒ 334 Refined petroleum
- ☐ 335 Residual petroleum products, nes
- ☐ 342 Liquefied propane & butane
- ☐ 343 Natural gas

OK Cancel

Row Labels	2009	2010	2011	2012	2013	2014
333 Crude petroleum	19,492,876	26,718,361	32,278,091	32,555,007	29,242,996	30,827,937
334 Refined petroleum	12,690,057	12,406,080	17,243,088	19,141,971	20,971,970	21,466,729
Grand Total	32,182,933	39,124,441	49,521,179	51,696,978	50,214,966	52,294,665

IMPORTANT

- If you make a selection of items in a field that is in the row or column area, and then MOVE this field to the Page area, the selection will be retained and the data will be filtered based on this
- In the example above if the SITC 3-digit field is moved to the Page Area, the selection (333 and 334) will be retained and the data shown as a total of 333 and 334 (see example below)
- The SITC 3-digit page field item will show **(Multiple Items)**
- To change the selection of items or to include all items, simply select the Item Selector to make a new selection.

Trade type	(All)
Country	(All)
SITC 3 digit	(Multiple Items)
Column Labels	
	2009 2010 2011 2012 2013 2014
Sum of A\$000	32,182,933 39,124,441 49,521,179 51,696,978 50,214,966 51,999,712

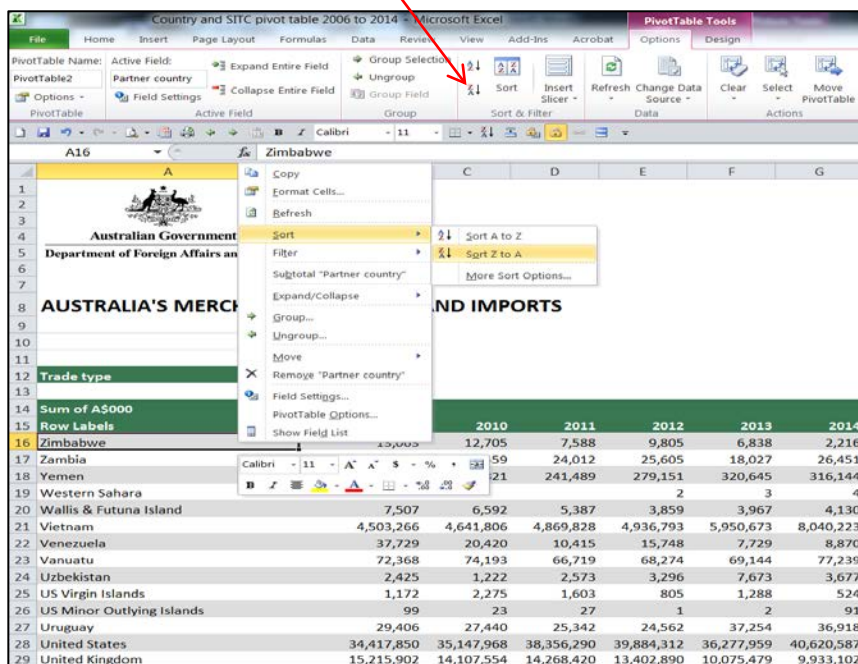
Sorting items and data

It is often convenient to sort items in different ways. For example you may want to sort Country alphabetically, or by largest to smallest.

To sort items by name:

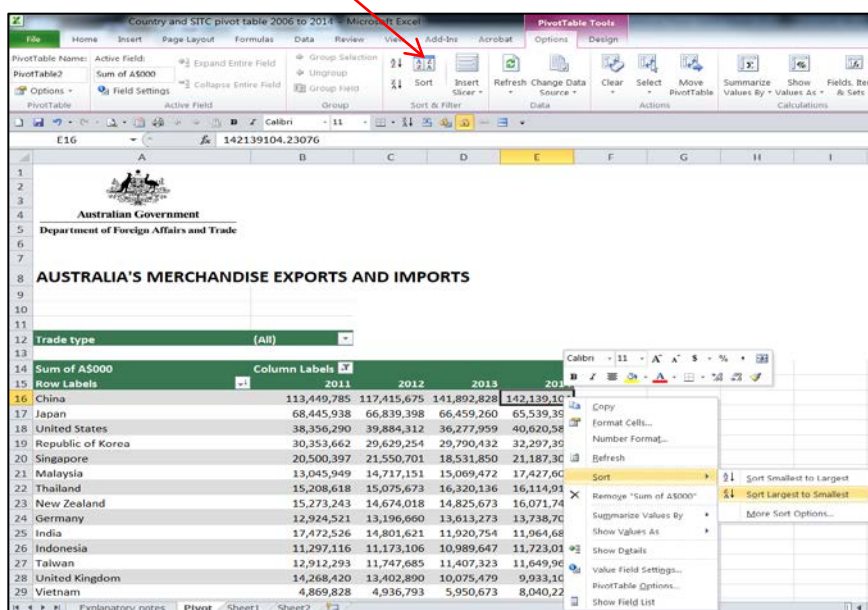
- Locate the field to be sorted in the row area

- Place the cursor in any cell in the item list
- Right-click, select Sort. Choose the required option (either Sort A to Z or Sort Z to A)
- **OR** in the PivotTable Tools tab select the Option Tab. Select ascending or descending in the menu at the top of the screen.



To sort items by data values:

- Locate the field to be sorted in the column area
- Place the cursor in any cell within the column to be sorted
- Right-click, select **Sort**. Choose the required option (either **Sort smallest to largest** or **Sort largest to smallest**)
- **OR** in the PivotTable Tools tab select the Option Tab. Select the **Sort icon** in the menu at the top of the screen.



Display top countries/commodities

It is often convenient to display just the top trading partners or commodities in the pivot table.

To sort items:

- Locate the field to be sorted in the row area (Country)
- Click any cell in the country item list
- Right-click, select **Filter**, select **Top 10**. In the example below, the number has been set at 12, click OK.

Note: The Grand Total row is only displaying the total of the top 12 countries for Agriculture, forestry & fishing exports

- To remove this filter, select any cell in the country item list, right-click, select **Filter** then click **Clear filter from "Country"**.

	2011	2012	2013	2014
China	28,933	7,403,517	9,161,556	8,382,332
Hong Kong (SAR of China)		1,030,547	995,550	1,132,069
Indonesia		2,479,937	2,810,051	3,378,096
Japan		4,865,990	4,301,756	4,113,252
Malaysia	938,306	1,001,584	1,102,807	1,310,829
New Zealand	1,469,746	1,433,333	1,503,314	1,566,813
No Country Details	322,150	415,283	895,265	1,724,250
Republic of Korea	2,547,148	2,485,269	2,234,991	2,554,047
Singapore	912,245	943,398	1,057,329	1,114,940
Thailand	879,425	930,955	834,839	803,746
United States	2,043,131	2,277,492	2,366,710	4,049,306
Vietnam	951,291	907,337	1,303,493	1,890,648
Grand Total	25,590,479	26,174,643	28,567,660	32,020,327

Copying data from pivot tables

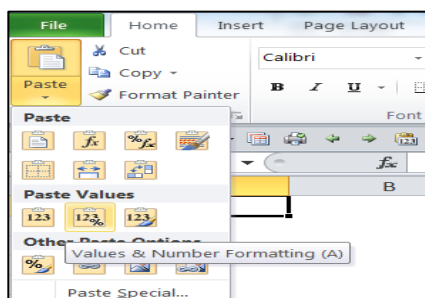
It is often useful to copy data summaries from a pivot table to another excel file for archiving, presentation or further analysis.

Care should be taken when copying data from a pivot table to another spreadsheet, especially if the new spreadsheet is to be subsequently emailed.

Depending on how you copy and paste the data, you can inadvertently copy all the data underlying the pivot table as well, which will increase the size of the excel file many-fold, although you may not be able to see the data.

To copy data from a pivot table to another excel file:

- Highlight the area you wish to copy, press Ctrl + C on your computer keyboard, navigate to desired cell in the destination excel file
- Select the **Paste icon** ⇒ **Paste Values** and select **Values and number formatting**, click OK



The data values will be pasted as formatted values. You will not be able to add or change the output once copied to a different file. The underlying data will not be pasted resulting in a smaller destination file.

See the result below:

AUSTRALIA'S MERCHANDISE EXPORTS AND IMPORTS			
Trade type	Total Exports		
A\$'000	Column Labels		
Row Labels	2012	2013	2014
Argentina	273,225	181,298	136,364
Belgium	1,668,896	1,248,247	1,118,520
Brazil	991,221	743,128	1,078,833
Brunei	35,556	47,611	42,632
Canada	1,644,772	1,381,760	1,233,178
Chile	427,096	360,619	267,401
China	72,973,320	94,654,920	90,061,381
Fiji	298,088	304,306	321,834
France	1,076,861	1,248,316	1,141,014
Germany	1,988,830	1,932,613	1,712,150
Greece	24,551	10,943	12,747
Hong Kong (SAR of China)	2,595,300	2,614,256	2,876,926

Further information

Classifications used for DFAT pivot tables:

- [United Nations SITCr4](#) (Standard International Trade Classification – revision 4)
- [DFAT TRIEC](#) (Trade Import and Export Classification)

Confidential commodities list - ABS catalogue [5372.0.55.001](#)

Article on [DFAT adjustments to ABS official trade data](#)

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