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To insert a new column, right-click on a column letter and click Insert. Excel always inserts the column to the LEFT of the column that was clicked on. As with rows, if you want to add additional columns after inserting the first column, press the F4 key. To delete a column, right-click on the column letter,...

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Excel will automatically select the data for the pivot table. Excel will also automatically select New Worksheet as the destination for the pivot table. 3. Click Ok. A new worksheet will be added for the pivot table. Initially, the spreadsheet will appear blank. The PivotTable Field List is located to the right. 4.

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Microsoft Excel Manual - Administration and Finance

In the simplest of terms, Excel is a spreadsheet application. It uses grids of cells within columns and rows to manipulate, organize, and perform calculations with data. You can use pivot tables, charts, formulas, and functions in a variety of ways. That being said, the application is not limited to numbers,...