# CREATING PIVOT CHARTS IN MS ACCESS

To create a pivot chart, you must first create a query. The query should have at least 1 column with numberical (count) data in it and 2 columns that relate in some way to the count. For example, the count of trips in a given month, and the funder and purpose of those trips.

Once the query is ready, you can click on Forms -> Create form by using wizard to begin.
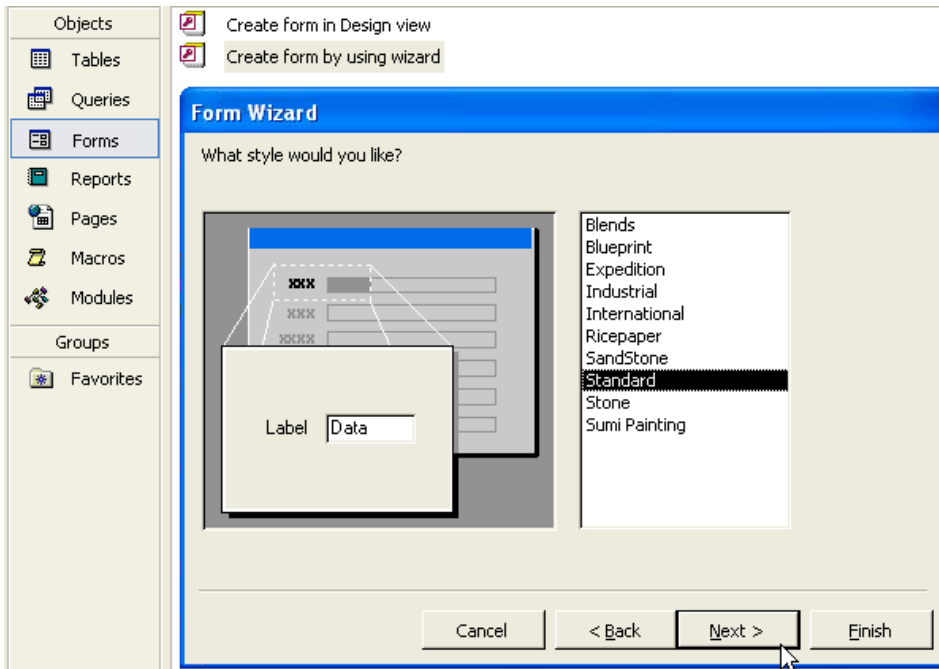
Select the query and choose which fields you would like to use in the pivot chart.
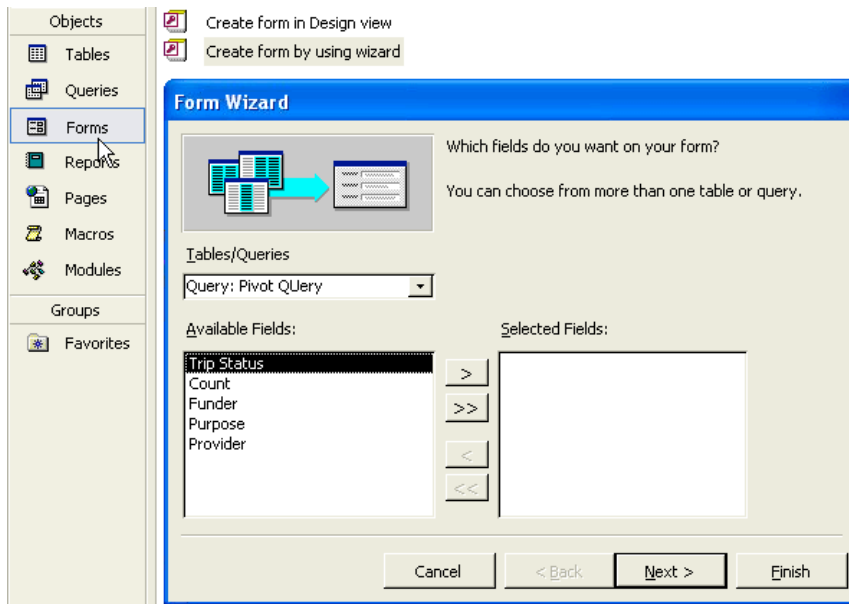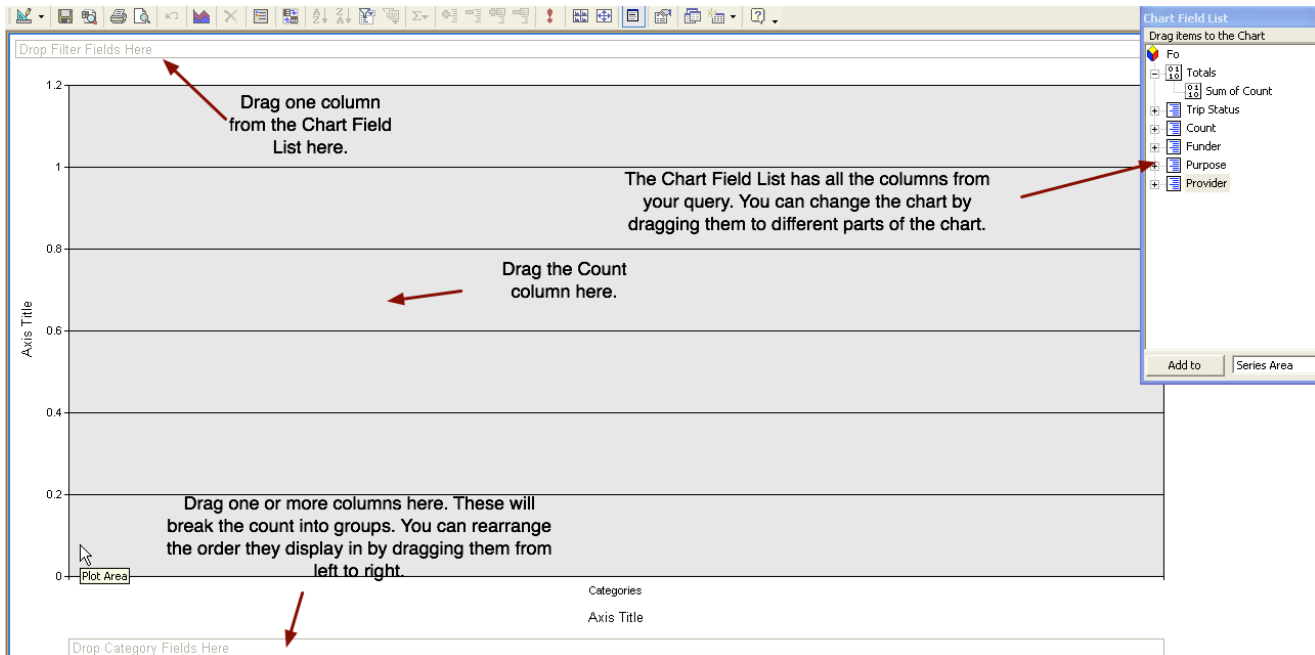

Click next and select pivot chart from the next screen:
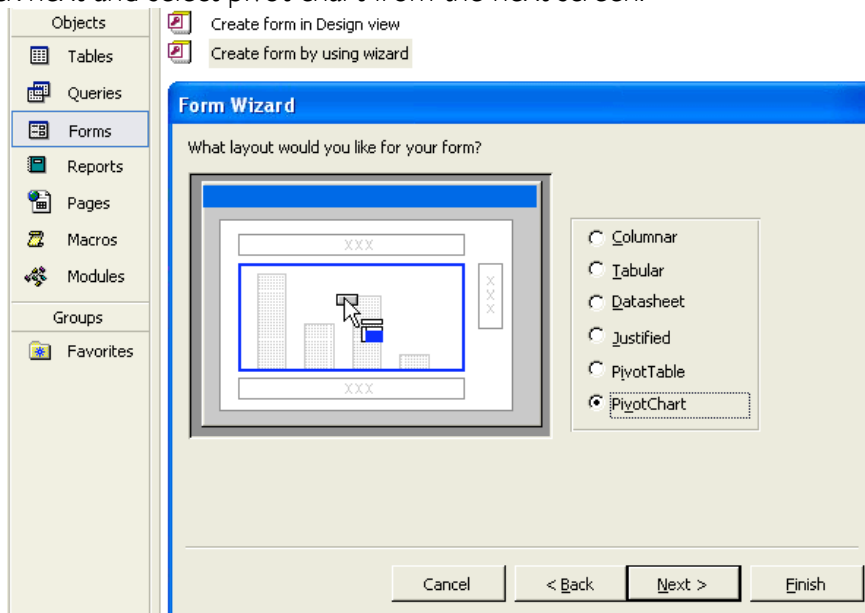
For the rest of the wizard you can leave the default settings. Pick a name and click Finish to complete the wizard.

Once completed you will be presented with a screen that looks like this:

Once you drag the columns into their respective position you'll have a chart with all your data on it. You can click on your filter columns (Trip Status, Funder and Purpose in this case) to show or hide certain elements.