



Australian Government
Department of Foreign Affairs and Trade



TRADE STATISTICAL PIVOT TABLE USER GUIDE



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PIVOT TABLE USER GUIDE

INTRODUCTION

About this guide

The Department of Foreign Affairs and Trade (DFAT) 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 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](#).

For further information about DFAT's trade products and services, please email statssection@dfat.gov.au.

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:

<https://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 by country and SITC pivot table
- State by 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 SITC*' 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](http://dfat.gov.au/about-us/publications/trade-investment/Pages/dfat-adjustments-to-abs-official-trade-data.aspx) 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>.

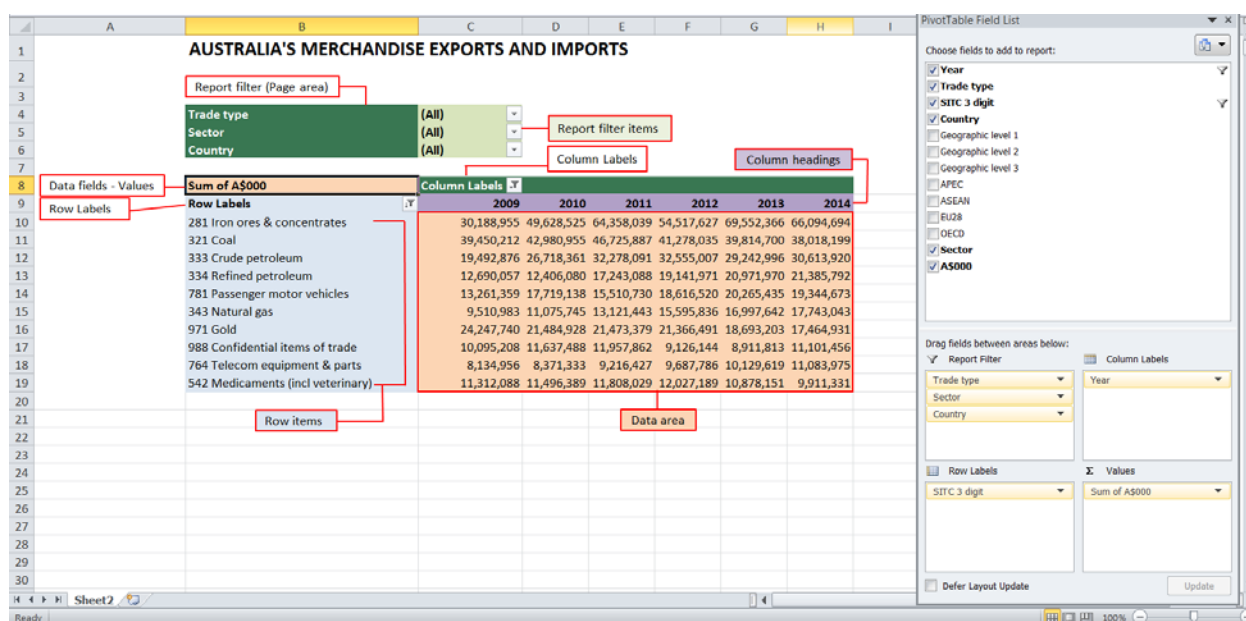
STRUCTURE OF THE TRADE STATISTICAL PIVOT TABLE

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



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 *Figure 2* 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.

Figure 2: Page area

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
Antigua & Barbuda	9,510,983	11,075,745	13,121,443	15,595,836	16,997,642
343 Natural gas	24,247,740	21,484,928	21,473,379	21,366,491	18,693,203
971 Gold	10,095,208	11,637,488	11,957,862	9,126,144	8,911,813
988 Confidential items of trade	8,134,956	8,371,333	9,216,427	9,687,786	10,129,619
764 Telecom equipment & parts	11,312,088	11,496,389	11,808,029	12,027,189	10,878,151
542 Medicaments (incl veterinary)					9,911,331

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.

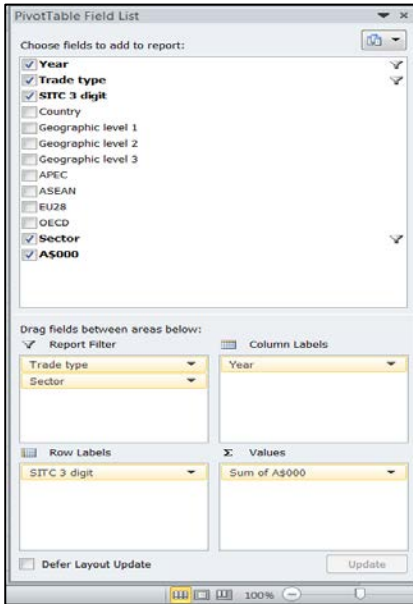
- The example below shows **Trade Type** (All), **Sector** (All) and **Country** fields (with China only selected) in the Report Filter; **SITC 3-digit** in the Row Labels; **Year** in the Column Labels and **A\$000** in Values.

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

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



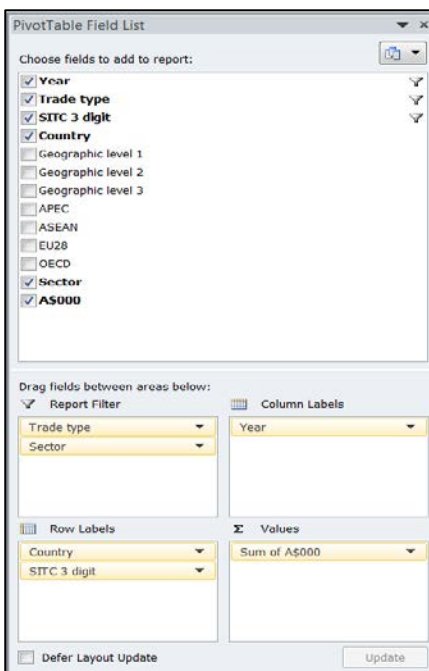
Trade type		Total Exports					
Sector		Manufactures					
Sum of A\$000		Column Labels					
Row Labels		2009	2010	2011	2012	2013	2014
511 Hydrocarbons & derivatives		2,859	16,485	7,527	3,738	1,824	2,391
512 Alcohols, phenols & derivatives		72,578	84,936	87,725	97,171	55,691	23,083
513 Carboxylic acids & 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

STACKING FIELDS

Complex tables can be created from the data in the pivot table by stacking the row or column areas.

- To stack fields, select the fields and drag/drop them into the appropriate row and/or column areas
- You can re-order how they are stacked to suit your requirements (eg you can click and drag the SITC 3 digit field above the Country field in the Row Labels)
- You can stack several fields, but stacking too many fields can make the data difficult to read
- 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)

Report generated from above: Australia's imports by country by commodity (ranked by top 10 in 2014)



Trade type		Total Imports					
Sector		(All)					
Sum of A\$000		Column Labels					
Row Labels		2009	2010	2011	2012	2013	2014
Afghanistan							
057 Fruit & nuts		8	36	31	49	526	1,544
714 Non-electric engines & motors		2			1,368	256	505
659 Floor coverings		104	36	350	164	704	146
896 Artwork & antiques				274		8	107
075 Spices						3	44
764 Telecom equipment & parts		24	3		25	11	7
752 Computers		3	25	3	2	1	6
874 Measuring & analysing instruments		10		12		5	
058 Fruit, prepared or preserved		4	10	22	1	5	
667 Pearls & gems		1	17	13			
Albania							
292 Crude vegetable matter, nes		52	56	63	33	48	206
842 Women's clothing (excl knitted)		34	56	9	46	197	196
841 Men's clothing (excl knitted)		67	147	175	86	110	100
845 Other textile clothing		2		72	17	114	66
851 Footwear			4	13	51	25	60
554 Soap & cleansers							50
771 Electric power machinery & parts							43
057 Fruit & nuts		7		10	12	15	16
667 Pearls & gems			7	49	18	24	11
671 Pig-iron			33	34		33	

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		
811 Prefabricated building	2,450	2,842
988 Confidential items of	0	2,115
011 Beef, f.c.f.	864	899
792 Aircraft, spacecraft &	869	354
764 Telecom equipment &	483	261
778 Electrical machinery &	623	124
892 Printed matter		115
012 Meat (excl beef), f.c.f.	413	102
772 Electrical circuits equi	4	78
931 Special transactions &	36	39
759 Computer parts & acc		23
713 Internal combustion p	244	19
773 Electrical distributing e	19	13
743 Pumps (excl liquid pun	22	10
885 Watches & clocks	0	10
776 Electronic integrated c		9
898 Musical instruments & parts	13	9

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						
Sector	(All)						
Country	(All)						
Sum of A\$000	Column Labels	2009	2010	2011	2012	2013	2014
Row Labels							
333 Crude petroleum	12,318,198	16,216,758	20,826,624	21,566,816	20,227,124	20,049,517	
334 Refined petroleum	10,276,917	9,968,175	14,305,507	15,870,892	18,229,118	18,578,937	
781 Passenger motor vehicles	11,677,728	15,917,096	14,158,631	16,919,250	18,290,457	17,565,672	
764 Telecom equipment & parts	7,243,443	7,535,465	8,324,582	8,750,359	9,074,800	9,845,457	
542 Medicaments (in primary forms)	7,648,744	7,895,863	8,529,934	8,178,249	7,793,068	7,496,671	
752 Computers	5,589,273	6,525,927	6,634,226	6,776,717	6,942,520	7,316,162	
988 Confidential items of trade	5,999,748	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	6,007,674	
741 Heating & cooling equipment & parts	2,151,926	2,247,628	2,173,019	2,264,799	3,319,551	4,209,902	
971 Gold	9,197,317	7,046,866	6,396,421	5,840,831	4,795,561	4,004,923	
743 Pumps (excl liquid pumps) & parts	3,652,922	2,219,900	1,726,154	2,418,011	3,215,892	3,869,682	
821 Furniture, mattresses & cushions	2,632,463	2,628,841	2,780,203	2,904,966	3,176,454	3,624,461	
874 Measuring & analysing instruments	2,649,019	2,616,324	2,635,093	2,949,569	2,773,862	3,207,671	
784 Vehicle parts & accessories	2,205,355	2,571,673	2,647,869	2,932,063	2,796,583	2,739,938	
723 Civil engineering equipment & parts	2,571,461	3,049,053	4,263,579	6,821,861	3,464,261	2,605,057	


Sector:

AUSTRALIA'S MERCHANDISE EXPORTS AND IMPORTS							
Trade type	Total Imports						
Sector	(All)						
Country	(All)						
Sum of A\$000	Column Labels	2009	2010	2011	2012	2013	2014
Row Labels							
333 Crude petroleum	12,318,198	16,216,758	20,826,624	21,566,816	20,227,124	20,049,517	
334 Refined petroleum	10,276,917	9,968,175	14,305,507	15,870,892	18,229,118	18,578,937	
781 Passenger motor vehicles	11,677,728	15,917,096	14,158,631	16,919,250	18,290,457	17,565,672	
764 Telecom equipment & parts	7,243,443	7,535,465	8,324,582	8,750,359	9,074,800	9,845,457	
542 Medicaments (in primary forms)	7,648,744	7,895,863	8,529,934	8,178,249	7,793,068	7,496,671	
752 Computers	5,589,273	6,525,927	6,634,226	6,776,717	6,942,520	7,316,162	
988 Confidential items of trade	5,999,748	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	6,007,674	
741 Heating & cooling equipment & parts	2,151,926	2,247,628	2,173,019	2,264,799	3,319,551	4,209,902	
971 Gold	9,197,317	7,046,866	6,396,421	5,840,831	4,795,561	4,004,923	
743 Pumps (excl liquid pumps) & parts	3,652,922	2,219,900	1,726,154	2,418,011	3,215,892	3,869,682	
821 Furniture, mattresses & cushions	2,632,463	2,628,841	2,780,203	2,904,966	3,176,454	3,624,461	
874 Measuring & analysing instruments	2,649,019	2,616,324	2,635,093	2,949,569	2,773,862	3,207,671	
784 Vehicle parts & accessories	2,205,355	2,571,673	2,647,869	2,932,063	2,796,583	2,739,938	
723 Civil engineering equipment & parts	2,571,461	3,049,053	4,263,579	6,821,861	3,464,261	2,605,057	

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					
Sector	(All)					
Country	(Multiple Items)					
Sum of A\$000		2010	2011	2012	2013	2014
054 Vegetables, f.c.f.		5	9	5	14	17
057 Fruit & nuts						
074 Tea & mate			2			
111 Non-alcoholic beverages				56		
112 Alcoholic beverages			18	10		
272 Crude fertilisers						2,153
333 Crude petroleum	151,317	146,000	281,711		115,575	
342 Liquefied propane & butane						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

AUSTRALIA'S MERCHANDISE EXPORTS AND IMPORTS							
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.

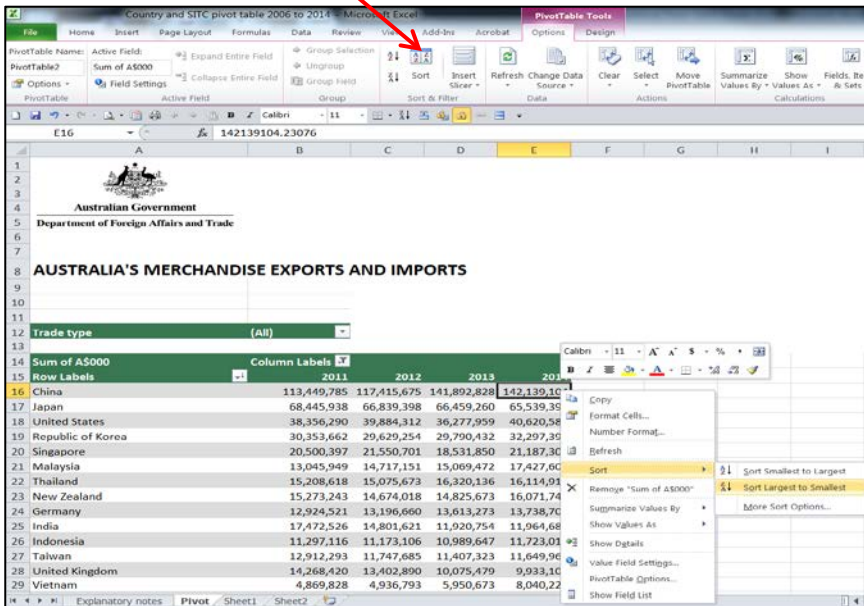
To sort items by name:

- 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.

	2010	2011	2012	2013	2014
Zimbabwe	12,705	7,588	9,805	6,838	2,216
Zambia	59	24,012	25,605	18,027	26,451
Yemen	21	241,489	279,151	320,645	316,144
Western Sahara			2	3	4
Wallis & Futuna Island	7,507	6,592	5,387	3,859	3,967
Vietnam	4,503,266	4,641,806	4,869,828	4,936,793	5,950,673
Venezuela	37,729	20,420	10,415	15,748	7,729
Vanuatu	72,368	74,193	66,719	68,274	69,144
Uzbekistan	2,425	1,222	2,573	3,296	7,673
US Virgin Islands	1,172	2,275	1,603	805	1,288
US Minor Outlying Islands	99	23	27	1	2
Uruguay	29,406	27,440	25,342	24,562	37,254
United States	34,417,850	35,147,968	38,356,290	39,884,312	36,277,959
United Kingdom	15,215,902	14,107,554	14,268,420	13,402,890	10,075,479

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"**.

Country and SITC pivot table 2006 to 2014 - Microsoft Excel

PivotTable Name: PivotTable2
 Active Field: Partner country
 Expand Entire Field
 Collapse Entire Field
 Field Settings
 PivotTable
 Active Field: Group
 Sort & Filter
 Data

Row Labels	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

Top 10 Filter (Partner country)

Show

Top 12 Items by Sum of A\$000

OK Cancel

COPYING DATA FROM PIVOT TABLES

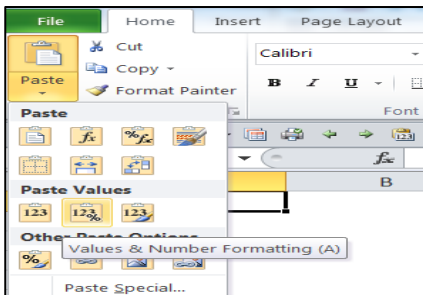
It is often useful to copy data summaries from a pivot table to another excel file for archiving, presentation or further analysis.

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

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](#)

Other useful DFAT trade and investment products

- [Trade and investment publications](#)
- [Trade and investment articles](#)
- [Trade time series data](#)
- [Foreign investment statistics](#)
- Interactive [Trade at a Glance](#)
- [Fact sheets for countries and regions](#)
- [Statistical consultancy services](#)