



DEPARTMENT OF TEXAS - MARINE CORPS LEAGUE

TRAINING PROGRAM

# ACTIVITY REPORTS

VIEWING CHARTS AND PIVOT TABLES

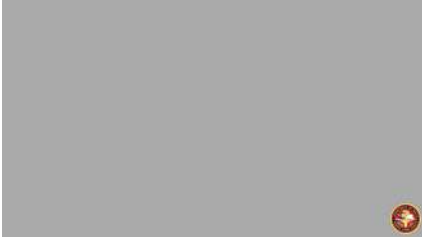
# TRAINING EXERCISE SCRIPT

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## *Viewing Charts and Pivot Tables — Guided Practice*

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### 0:07 — Introduction



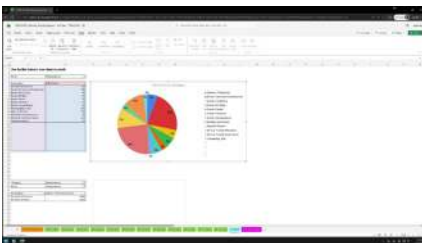
Welcome to the Monthly Activity Report training video... we'll walk step by step through how to use your Monthly Activity Report workbook by Viewing Charts and Pivot Tables.

### 0:38 — The CHARTS Worksheet



Every activity report includes a CHARTS worksheet. It starts blank. To update visuals after entering data, click the blank chart area, go to the DATA tab, and click REFRESH ALL.

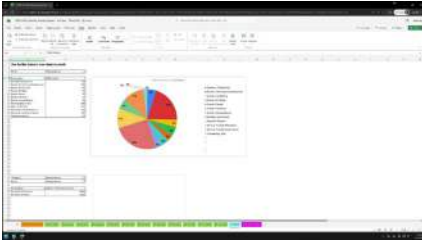
### 1:21 — Sum of Score & Missing Data



The first chart is the SUM of Score. If months like April are missing, click the filter icon above the chart, check 12 April, and uncheck 'click-select'.

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### 1:56 — Subcategory Filtering



In the Subcategory dropdown, ensure 'Select All' is checked. Deselect 'click-select' and 'blank' to ensure the chart updates accurately.

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### 2:26 — Adjusting Data Ranges



If a chart doesn't capture all rows, click the table on the left. Drag the small dot at the bottom right of the highlighted blue/purple columns down to include all rows.

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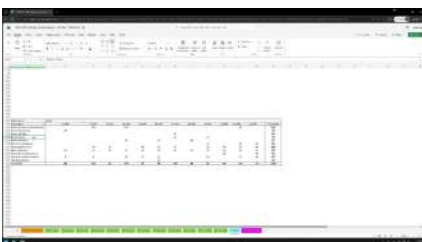
### 2:51 — Re-inserting Charts



If a chart won't update, simply delete it. Select the data table, go to INSERT, and pick a new chart type (like a PIE chart) to place it back on the page.

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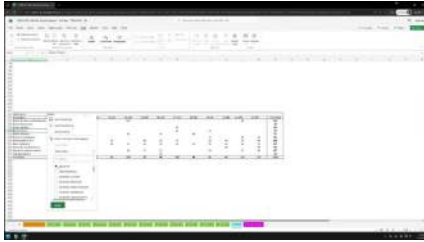
### 3:23 — Customizing Your View



Additional charts like Volunteer Hours and Value are yours to configure. Feel free to use YouTube tutorials for advanced Excel reporting tips.

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### 3:46 — Pivot Tables



Charts are powered by Pivot Tables found next to them. You can refresh these tables to see monthly scoring and grand totals by subcategory.

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### 4:21 — Final Summary

You now know how to set up, enter data, review reports, print, export to PDF, and manage charts. Practice makes it easy. Contact [seniorvice@txmcl.org](mailto:seniorvice@txmcl.org) for help.