Insightful Ways to Measure and Demonstrate the Contributions of Your Security Program

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ManTech. Securing the Future

Why Metrics?

Justifies Investments

Improves Efficiency

Aligns Security with Business Goals



Speak Leadership's Language

Focus on Business Impact NOT just Security Metrics

Frame Security as a Business Enabler

Avoid Technical Jargon

Elements of an Impactful Security Report



Shift from Data Overload to Clear Storytelling

Use Data Visualization Effectively

Provide Clear, Actionable Insights

Show Return on Investment (ROI) and Risk Reduction in Financial Terms





Performance Indicators



****** This is a sample. Performance indicators are driven by organizational needs.



Example: Clearance Data

	Ì								Received Request -> Sent to	Package Received	
Full Name 🔻	Clearance Lev -	Contract 💌	Program Name 💌	Agency 🔻	Clearance Typ 🔻	Clearance Statu 🔻	Received Request 💌	Package Sent to Candidate 🔻	Candidate 💌	From Candidate 👻	Package with Candidate 🛛 💌
Employee 2	TS/SCI	300555	Minions	Intel	Initial	Active	04/30/2023	04/30/2023	0	05/01/2023	1
Employee 4	TS/SCI	300555	Minions	Intel	Crossover	Active	03/03/2023	03/07/2023	4	03/07/2023	0
Employee 10	TS/SCI	30002	Blue Skies	Intel	Crossover	Active	01/27/2025	01/28/2025	1	01/28/2025	0
Employee 13	TS/SCI	30003	Green Grass	Intel	Crossover	Active	05/18/2023	05/19/2023	1	05/22/2023	3
Employee 18	TS/SCI	30003	Green Grass	Intel	Crossover	Active	12/19/2024	12/20/2024	1	12/23/2024	3
Employee 22	ISSA/TS	300001	Yellowstone	Intel	Crossover	Active	05/24/2024	05/24/2024	0	05/24/2024	0
Employee 23	ISA/TS	30004	Chevy Tohoe	Intel	Crossover	Active	11/27/2024	11/27/2024	0	12/04/2024	7
Employee 24	ISSA/TS	300001	Yellowstone	Intel	Crossover	Active	12/06/2024	12/06/2024	0	12/10/2024	4
Employee 25	ISSA/TS	300001	Yellowstone	Intel	Crossover	Active	10/03/2024	10/03/2024	0	10/04/2024	1
Employee 26	TS/SCI	30002	Blue Skies	Intel	Initial	Active	06/27/2023	06/27/2023	0	06/27/2023	0
Employee 26	Top Secret	30050	Suits	DOD	Initial	Active	05/27/2023	05/27/2023	0	07/01/2023	35
Employee 29	ISSA/TS	300001	Yellowstone	Intel	Crossover	Active	02/01/2024	02/16/2024	15	02/16/2024	0
Employee 30	Secret	60025	The Office	DOD	Initial	Active	07/01/2024	07/02/2024	1	07/25/2024	23
Employee 32	TS/SCI	300001	Yellowstone	Intel	Crossover	Active	05/18/2023	05/19/2023	1	05/19/2023	0
Employee 41	Secret	50003	Happy's Place	FedCiv	Crossover	Active	12/11/2024	12/11/2024	0	12/11/2024	0
Employee 20	TS/SCI	300555	Minions	Intel	Crossover	Approved	02/05/2024	02/05/2024	0	02/07/2024	2
Employee 21	TS/SCI	300555	Minions	Intel	Crossover	Approved	02/05/2024	02/05/2024	0	02/07/2024	2
Employee 31	TS/SCI	300001	Yellowstone	Intel	Initial	Approved	02/21/2024	02/21/2024	0	02/28/2024	7
Employee 35	Suitability	50001	Bones	FedCiv	Initial	Approved	02/24/2025	03/06/2025	10	03/06/2025	0
Employee 37	Suitability	50001	Bones	FedCiv	Initial	Approved	01/23/2025	01/23/2025	0	01/23/2025	0
Employee 38	Suitability	50001	Bones	FedCiv	Initial	Approved	01/10/2025	02/24/2025	45	02/24/2025	0
Employee 39	Suitability	50003	Happy's Place	FedCiv	Initial	Approved	12/23/2024	01/08/2025	16	01/09/2025	1
Employee 40	Top Secret	50003	Happy's Place	FedCiv	Initial	Approved	10/11/2024	10/11/2024	0	10/24/2024	13
Employee 34	TS/SCI	300001	Yellowstone	Intel	Crossover	Debriefed	12/05/2023	12/05/2023	0	12/13/2023	8
Employee 33	ISSA/TS	200001	Just Go With It	Intel	Crossover	Denied	12/20/2024	12/20/2024	0	12/23/2024	3

Clearance Status 🔻

Average of Received Request -> Sent to Candidate Count of Agency Sum of Time With the Customer Count of Contract

Crossover - Average of Received Request -> Sent to Candidate



Program Name	•
Clearance Level	•
Agency	•
Contract	•
Blue Skies TS/SCI Intel 30002	
Bones Suitability Fed Civ 50001	
Bones Top Secret FedCiv 50001	
Chevy 2500 TS/SCI Intel 30005	
Chevy Tohoe ISA/TS Intel 30004	
Green Grass TS/SCI Intel 30003	
Happy's Place Secret Fed Civ 50003	
Happy's Place Suitability FedCiv 500	03



Example: Clearance Data Pivot Table

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1 Emp # Full Name Clearance Lev Contract Program Name Agency Clearance Type Clearance Statu Received Request Package Sent to Candidate	Candidate	From Candidate	Package with
2 10002 Employee 2 TS/SCI 300555 Minions Intel Initial Active 04/30/2023 04/30/2023	0	05/01/2023	1
3 10004 Employee 4 TS/SCI 300555 Minions Intel Crossover Active 03/03/2023 03/07/2023	4	03/07/2023	0
4 10010 Employee 10 TS/SCI 30002 Blue Skies Intel Crossover Active 01/27/2025 01/28/2025	1	01/28/2025	0
5 10013 Employee 13 TS/SCI 30003 Green Grass Intel Crossover Active 05/18/2023 05/19/2023	1	05/22/2023	3
6 10018 Employee 18 TS/SCI 30003 Green Grass Intel Crossover Active 12/19/2024 12/20/2024	1	12/23/2024	3
7 10022 Employee 22 ISSA/TS 300001 Yellowstone Intel Crossover Active 05/24/2024 05/24/2024	0	05/24/2024	0
6 10023 Employee 23 ISA/TS 30004 Chevy Tohoe Intel Crossover Active 11/27/2024 11/27/2024	0	12/04/2024	7
9 10024 Employee 24 ISSA/TS 300001 Yellowstone Intel Crossover Active 12/06/2024 12/06/2024	0	12/10/2024	4
10 10025 Employee 25 ISSA/TS 300001 Yellowstone Intel Crossover Active 10/03/2024 10/03/2024	0	10/04/2024	1
11 10026 Employee 26 TS/SCI 30002 Blue Skies Intel Initial Active 06/27/2023 06/27/2023	0	06/27/2023	0
12 10026 Employee 26 Top Secret 30050 Suts DOD Initial Active 05/27/2023 05/27/2023	0	07/01/2023	35
13 10029 Employee 29 ISSA/TS 300001 Yellowstone Intel Crossover Active 02/01/2024 02/16/2024	15	02/16/2024	0
1 10030 Employee 30 Secret 60025 The Office DOD Initial Active 0//01/2024 0//02/2024	1	07/25/2024	23
10 10032 Employee 32 IS/SCI 300001 Yellowstone Intel Crossover Active 05/18/2023 05/19/2023	1	05/19/2023	0
ID 10041 Employee 41 Secret 30003 Happy Sinace redciv Crossover Active 12/11/2024 12/11/2024 2 40000 Employee 41 Secret 300555 Misingage Latel Crossover Active 12/11/2024 12/11/2024	0	12/11/2024	0
101020 Employee 20 ISSCI 300353 Millions Intel Crossover Approved 02/05/2024 02/05/2024	0	02/07/2024	2
10021 Employee 21 1575C1 30035 Willions Intel Crossover Approved 02/05/2024 02/05/2024	0	02/07/2024	
10031 Employee 31 131351 30001 Fellowstolle milet militat Approved 02/21/2024 02/21/2024	10	02/20/2024	/
1000 Employee 00 duitability 0001 Dones FedCiv Initial Approved 01/2/2025 00/02/2020	0	01/23/2025	0
1007 Employee 07 duitability 50001 Bones FedCiv Initial Approved 01/20/205 02/20/2025	45	02/24/2025	0
2 10039 Employee 39 Suitability 50001 Editor Factor India Approved 12/23/2024 01/08/2025	16	01/09/2025	1
4 10040 Employee 40 Ton Servet 50003 Happy Frade Fedfiv Initial Approved 10/11/2024 10/11/2024	0	10/24/2024	11
25 10034 Employee 34 TS/SCI 300001 Yellowstone Intel Crossover Depreted 12/05/2023 12/05/2023	0	12/13/2023	
26 10033 Employee 33 ISSA/TS 200001 Just Go With It Intel Crossover Denied 12/20/2024 12/20/2024	0	12/23/2024	3
27 10001 Employee 1 ISSA/TS 200001 Just Go With It Intel Crossover Pending 02/20/2025 02/20/2025	0	2/21/2025	1
28 10003 Employee 3 ISSA/TS 300555 Minions Intel Initial Pending 07/07/2023 07/07/2023	0	08/08/2023	32
29 10005 Employee 5 TS/SCI 30002 Blue Skies Intel Crossover Pending 02/24/2025 02/25/2025	1	02/26/2025	1
10017 Employee 17 TS/SCI 30003 Green Grass Intel Crossover Pending 02/18/2025 02/18/2025	0	02/22/2025	4
1 10027 Employee 27 Top Secret 30050 Suits DOD Initial Pending 03/06/2024 03/06/2024	0	03/06/2025	36
22 10027 Employee 27 TS/SCI 300001 Yellowstone Intel Initial Pending 02/06/2024 02/06/2024	0	10/15/2024	25
10030 Employee 30 TS/SCI 30005 Chevy 2500 Intel Initial Pending 06/08/2024 07/01/2024	3	07/01/2024	0
10036 Employee 36 Top Secret 50001 Bones FedCiv Initial Pending 02/20/2025 02/24/2025	4	03/01/2025	5

Example: Clearance Data Pivot Table



Example: Clearance Data Pivot Table

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9 Happy's Place	3				Contract	
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13 The Office	1	0				
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Example: Clearance Data Pivot Table - Averages

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28 29 30 31 32 33 34 35 36			■ Axis (Categories) Program Name	Σ Values Count of Clearance Level

Example: Clearance Data Pivot Table -Averages



Example: Training Data

Full Name 🔻	Contract <	Program Name 🛛 👻	Cage Code 🗸 👻	Course Name	Training Status 🚽	Date Completed 🛛 👻
Employee 1	200001	Just Go With It	Cage Code 1	Annual Security Refresher	Completed	1/22/2025
Employee 17	30003	Green Grass	Cage Code 1	Annual Security Refresher	Completed	4/5/2025
Employee 27	30050	Suits	Cage Code 2	Annual Security Refresher	Completed	4/4/2025
Employee 27	300001	Yellowstone	Cage Code 2	Annual Security Refresher	Completed	4/4/2025
Employee 3	300555	Minions	Cage Code 2	Annual Security Refresher	Completed	1/23/2025
Employee 30	30005	Chevy 2500	Cage Code 2	Annual Security Refresher	Completed	4/4/2025
Employee 33	200001	Just Go With It	Cage Code 3	Annual Security Refresher	Completed	1/22/2025
Employee 34	300001	Yellowstone	Cage Code 3	Annual Security Refresher	Completed	1/22/2025
Employee 36	50001	Bones	Cage Code 3	Annual Security Refresher	Completed	4/4/2025
Employee 39	50003	Happy's Place	Cage Code 3	Annual Security Refresher	Completed	1/22/2025
Employee 40	50003	Happy's Place	Cage Code 3	Annual Security Refresher	Completed	1/22/2025
Employee 5	30002	Blue Skies	Cage Code 3	Annual Security Refresher	Completed	4/5/2025
Employee 10	30002	Blue Skies	Cage Code 1	Annual Security Refresher	Assigned	
Employee 13	30003	Green Grass	Cage Code 1	Annual Security Refresher	Assigned	
Employee 18	30003	Green Grass	Cage Code 1	Annual Security Refresher	Assigned	
Employee 2	300555	Minions	Cage Code 1	Annual Security Refresher	Assigned	
Employee 20	300555	Minions	Cage Code 1	Annual Security Refresher	Assigned	
Employee 21	300555	Minions	Cage Code 1	Annual Security Refresher	Assigned	
Employee 22	300001	Yellowstone	Cage Code 1	Annual Security Refresher	Assigned	
Employee 23	30004	Chevy Tohoe	Cage Code 1	Annual Security Refresher	Assigned	
Employee 24	300001	Yellowstone	Cage Code 1	Annual Security Refresher	Assigned	
Employee 25	300001	Yellowstone	Cage Code 1	Annual Security Refresher	Assigned	
Employee 26	30002	Blue Skies	Cage Code 1	Annual Security Refresher	Assigned	
Employee 26	30050	Suits	Cage Code 1	Annual Security Refresher	Assigned	
Employee 29	300001	Yellowstone	Cage Code 2	Annual Security Refresher	Assigned	
Employee 30	60025	The Office	Cage Code 2	Annual Security Refresher	Assigned	
Employee 31	300001	Yellowstone	Cage Code 3	Annual Security Refresher	Assigned	
Employee 32	300001	Yellowstone	Cage Code 3	Annual Security Refresher	Assigned	
	Full NameEmployee 1Employee 17Employee 27Employee 27Employee 30Employee 31Employee 33Employee 34Employee 36Employee 39Employee 39Employee 10Employee 13Employee 13Employee 2Employee 3Employee 3Employee 3Employee 30Employee 31Employee 32	Full Name ▼ Contract ▼ Employee 1 200001 200001 20003 20003 20003 20003 20003 20001 20001 20001 20001 20001 20001 20001 20001 2000001	Full NameContractProgram NameEmployee 1200001Just Go With ItEmployee 1730003Green GrassEmployee 2730050SuitsEmployee 27300001YellowstoneEmployee 3300555MinionsEmployee 3030005Chevy 2500Employee 33200001Just Go With ItEmployee 34300001YellowstoneEmployee 3550001BonesEmployee 3950003Happy's PlaceEmployee 530002Blue SkiesEmployee 1030002Blue SkiesEmployee 1330003Green GrassEmployee 20300555MinionsEmployee 21300555MinionsEmployee 22300011YellowstoneEmployee 2330001YellowstoneEmployee 24300001YellowstoneEmployee 2530002Blue SkiesEmployee 2630002Blue SkiesEmployee 2730001YellowstoneEmployee 2830001YellowstoneEmployee 2930001YellowstoneEmployee 2630050SuitsEmployee 27300001YellowstoneEmployee 3060025The OfficeEmployee 3130001Yellowstone	Full NameContractProgram NameCage CodeEmployee 1200001Just Go With ItCage Code 1Employee 1730003Green GrassCage Code 1Employee 2730050SuitsCage Code 2Employee 3300555MinionsCage Code 2Employee 3030005Chevy 2500Cage Code 2Employee 34300001Just Go With ItCage Code 3Employee 35200001Just Go With ItCage Code 3Employee 3650001BonesCage Code 3Employee 3950003Happy's PlaceCage Code 3Employee 530002Blue SkiesCage Code 3Employee 1030002Blue SkiesCage Code 1Employee 1330003Green GrassCage Code 1Employee 1430003Green GrassCage Code 1Employee 1530002Blue SkiesCage Code 1Employee 1630003Green GrassCage Code 1Employee 21300555MinionsCage Code 1Employee 22300011YellowstoneCage Code 1Employee 2330001YellowstoneCage Code 1Employee 24300001YellowstoneCage Code 1Employee 25300001YellowstoneCage Code 1Employee 2630005SuitsCage Code 1Employee 27300055MinionsCage Code 1Employee 2630001YellowstoneCage Code 1Employee 27300001Yellowstone<	Full NameContractProgram NameCage CodeCourse NameEmployee 1200001Just Go With ItCage Code 1Annual Security RefresherEmployee 2730003Green GrassCage Code 1Annual Security RefresherEmployee 27300001YellowstoneCage Code 2Annual Security RefresherEmployee 30300055MinionsCage Code 2Annual Security RefresherEmployee 33200001YellowstoneCage Code 2Annual Security RefresherEmployee 34300005Chevy 2500Cage Code 2Annual Security RefresherEmployee 34300001YellowstoneCage Code 3Annual Security RefresherEmployee 3650001BonesCage Code 3Annual Security RefresherEmployee 3650001BonesCage Code 3Annual Security RefresherEmployee 3950003Happy's PlaceCage Code 3Annual Security RefresherEmployee 4050003Happy's PlaceCage Code 3Annual Security RefresherEmployee 1030002Blue SkiesCage Code 1Annual Security RefresherEmployee 1330003Green GrassCage Code 1Annual Security RefresherEmployee 20300555MinionsCage Code 1Annual Security RefresherEmployee 2130003Green GrassCage Code 1Annual Security RefresherEmployee 2330003Green GrassCage Code 1Annual Security RefresherEmployee 2430003Green GrassCage Code	Full NameContractPorgam NameCage Code 1Course NameTraining StatusIEmployee 130003Just Go With ItCage Code 1Annual Security RefresherCompletedEmployee 2730050SuitsCage Code 2Annual Security RefresherCompletedEmployee 330055MinionsCage Code 2Annual Security RefresherCompletedEmployee 330055MinionsCage Code 2Annual Security RefresherCompletedEmployee 330055Chevy 2500Cage Code 2Annual Security RefresherCompletedEmployee 330005Chevy 2500Cage Code 3Annual Security RefresherCompletedEmployee 330001Just Go With ItCage Code 3Annual Security RefresherCompletedEmployee 3430001TellowstoneCage Code 3Annual Security RefresherCompletedEmployee 3950003Happy's PlaceCage Code 3Annual Security RefresherCompletedEmployee 1030002Blue SkiesCage Code 3Annual Security RefresherCompletedEmployee 1330003Green GrassCage Code 1Annual Security RefresherCompletedEmployee 2300555MinionsCage Code 1Annual Security RefresherAssignedEmployee 2300555MinionsCage Code 1Annual Security RefresherAssignedEmployee 230003Green GrassCage Code 1Annual Security RefresherAssignedEmployee 2300055 </td

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2 10691	Employee 1	200001	Just Go With It	Cage Code 1	Annual Securit	y Refresher	Completed	1/22/2025	
3 10017	Employee 17	30003	Green Grass	Cage Code 1	Annual Securit	y Refresher	Completed	4/5/2025	
4 10027 5 10027	Employee 27	300001	Vellowstone	Cage Code 2	Annual Securit	y Refresher	Completed	4/4/2025	
6 10027	Employee 3	300555	Minions	Care Code 2	Annual Securit	Refresher	Completed	1/23/2025	-
7 10030	Employee 30	30005	Chevy 2500	Cage Code 2	Annual Securit	Refresher	Completed	4/4/2025	-
8 10033	Employee 33	200001	Just Go With It	Cage Code 3	Annual Securit	Refresher	Completed	1/22/2025	
9 10034	Employee 34	300001	Yellowstone	Cage Code 3	Annual Securit	y Refresher	Completed	1/22/2025	
10 10036	Employee 36	50001	Bones	Cage Code 3	Annual Securit	y Refresher	Completed	4/4/2025	
11 10039	Employee 39	50003	Happy's Place	Cage Code 3	Annual Securit	y Refresher	Completed	1/22/2025	
12 10040	Employee 40	50003	Happy's Place	Cage Code 3	Annual Securit	y Refresher	Completed	1/22/2025	
13 10005	Employee 5	30002	Blue Skies	Cage Code 3	Annual Securit	y Refresher	Completed	4/5/2025	
14 10010	Employee 10	30002	Blue Skies	Cage Code 1	Annual Securit	y Refresher	Assigned		
15 10013	Employee 13	30003	Green Grass	Cage Code 1	Annual Securit	y Refresher	Assigned		
16 10018	Employee 18	30003	Green Grass	Cage Code 1	Annual Securit	y Refresher	Assigned		
1/ 10002	Employee 2	300555	Minions	Cage Code 1	Annual Securit	y Refresher	Assigned		-
10 10020	Employee 20	200555	Minions	Cage Code 1	Annual Securit	y Refresher	Assigned		
19 10021	Employee 22	300001	Vellowstone	Care Code 1	Annual Securit	Petresher	Assigned		
20 10022	Employee 22	30004	Chevy Tohoe	Cage Code 1	Annual Securit	v Refresher	Assigned		-
2 10024	Employee 24	300001	Yellowstone	Cage Code 1	Annual Securit	Refresher	Assigned		
23 10025	Employee 25	300001	Yellowstone	Cage Code 1	Annual Securit	Refresher	Assigned		
24 10026	Employee 26	30002	Blue Skies	Cage Code 1	Annual Securit	y Refresher	Assigned		
25 10026	Employee 26	30050	Suits	Cage Code 1	Annual Securit	y Refresher	Assigned		
26 10029	Employee 29	300001	Yellowstone	Cage Code 2	Annual Securit	y Refresher	Assigned		
27 10030	Employee 30	60025	The Office	Cage Code 2	Annual Securit	y Refresher	Assigned		
28 10031	Employee 31	300001	Yellowstone	Cage Code 3	Annual Securit	y Refresher	Assigned		
29 10032	Employee 32	300001	Yellowstone	Cage Code 3	Annual Securit	y Refresher	Assigned		
30 10035	Employee 35	50001	Bones	Cage Code 3	Annual Securit	y Refresher	Assigned		
31 10037	Employee 37	50001	Bones	Cage Code 3	Annual Securit	y Refresher	Assigned		
32 10004	Employee 4	300555	Minions	Cage Code 3	Annual Securit	y Refresher	Assigned		
10041	Employee 41	50003	Happy's Place	Cage Code 3	Annual Securit	y Refresher	Assigned		
25									
36									

Example: Training Pivot Table



Continuous Improvement

Review and Understand your Data

Communicate Strengths and Weaknesses



Review Processes for Efficiencies & Deficiencies

Getting Involvement and Support



Making Impossible POSSIBLE

"Start by doing what's necessary; then do what's possible; and suddenly you are doing the impossible" ~Francis of Assisi

QUESTIONS

THANK YOU

LaToya.Coleman@ManTech.com Rebekah.Guira@ManTech.com

Subtraction Formula

- Go to the cell you want to track the duration of days
- Enter the following formula in that cell:

=DateCell1—DateCell2

	I	J	ĸ	
			Received Request -> Sent to	P
tatu 👻	Received Request	Package Sent to Candidate 💌	Candidate <	
	04/30/2023	04/30/2023	= J2-I2	
	03/03/2023	03/07/2023	= J3-I3	
	01/27/2025	01/28/2025	1	
	05/18/2023	05/19/2023	1	
	12/19/2024	12/20/2024	1	
	05/24/2024	05/24/2024	0	

Average Formula

=AVERAGE(highlight cells you want to average)

=AVE	RAGE(K2:K34)	
	ĸ	
	Received Request -> Sent to	
late 💌	Candidate 💌	,
	0	
	4	
	1	
	1	
	1	
	0	
	0	
	0	
	0	
	0	
	0	
	15	
	1	
	1	
	0	
	0	
	0	
	0	
	10	
	0	
	45	
	16	
	0	
	0	
	0	
	0	
	0	
	1	
	0	
	0	
	2	
	S	_
F		
	-AVERAGE(KZ:K34)	`
	AVERAGE(number1, [number2],)
- L		

Average Formula

You can find the average and count of the cells you have highlighted in the bottom of the excel sheet.

ļ	K	L	M
	Received Request -> Sent to	Package Received	
	Candidate 💌	From Candidate	Package with Candidate
	0	05/01/2023	1
	4	03/07/2023	0
	1	01/28/2025	0
	1	05/22/2023	3
	1	12/23/2024	3
	0	05/24/2024	0
	0	12/04/2024	7
	0	12/10/2024	4
	0	10/04/2024	1
	0	06/27/2023	0
	0	07/01/2023	35
	15	02/16/2024	0
	1	07/25/2024	23
	1	05/19/2023	0
	0	12/11/2024	0
	0	02/07/2024	2
	0	02/07/2024	2
	0	02/28/2024	7
	10	03/06/2025	0
	0	01/23/2025	0
	45	02/24/2025	0
	16	01/09/2025	1
	0	10/24/2024	13
	0	12/13/2023	8
	0	12/23/2024	3
	0	2/21/2025	1
	0	08/08/2023	32
	1	02/26/2025	1
	0	02/22/2025	4
	0	03/06/2025	365
	0	10/15/2024	252
	3	07/01/2024	0
	4	03/01/2025	5
	4	03/01/2025	5
ľ			
			•

Pivot Table

- Highlight the table
- Click Insert
- Click PivotChart

F	File Home In s	sert Page Layout	Formulas Data	Review View	Help Acrobat			
ł	PivotTable Recomment PivotTable Recomment	nded Table Pictu	ures Shapes Icons	3D Models → SmartArt F Screenshot →	Recommended Charts	~ Щ ~ [•] № [•] _{Марз} Рі • • •	votChart Line C	olu
_	Tables		Illustrations		Cha	rts 📕	Sp.	ark
	~ : ()	$\times \checkmark f_x$ Emp #	ŧ					
4	A	В	С	D	E	F	G	
1	Emp # 💌	Full Name	✓ Clearance Lev ✓	Contract 🔻	Program Name 🔻	Agency 💌	Clearance Typ 🔻	c
2	10002	Employee 2	TS/SCI	300555	Minions	Intel	Initial	
3	10004	Employee 4	TS/SCI	300555	Minions	Intel	Crossover	
1	10010	Employee 10	TS/SCI	30002	Blue Skies	Intel	Crossover	

Pivot Table

2 3

4 5

PivotTable3

To build a report, choose fields from the PivotTable Field List

- Create PivotCha range of cells t
- Your Pivot will appropriate area

	Create PivotChart — 🗆 🗙
2	Choose the data that you want to analyze Select a table or range
	Table/Range: Clearances!SAS1:STS34
Chart will appear — verify the s to create the pivot table.	O <u>U</u> se an external data source Choose Connection Connection name: O Use this workbook's Data Model
ill appear, drag the column to the	Choose where you want the PivotChart to be placed
	© Existing Worksheet
rea to create the pivot table.	Location:
	Choose whether you want to analyze multiple tables
F G H I J K L 🍝	Add this data to the Data <u>M</u> odel
O PivotChart Fields To build a PivotChart, choose fields from the PivotChart Field List. Search Search Emp # Full Name Clearance Level Contract Program Name Agency Clearance Type Clearance Status Tog fields between areas be	low:
■ Axis (Categories)	III Legend (Series) Σ Values