## Microsoft Excel Functions

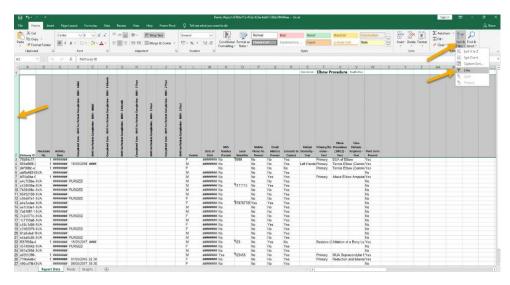
We know the Report Data returned by Amplitude can look daunting so here are some Excel functions which will provide a clearer picture of the data you're collecting.

## **Excel Filters:**

The Excel Filtering Tool is a simple feature but is great if you only want to view patients with a certain criteria e.g. only those with a procedure form or only male patients.

To use the tool first select the entire row with the column headings in (usually row 2) by clicking the row number.

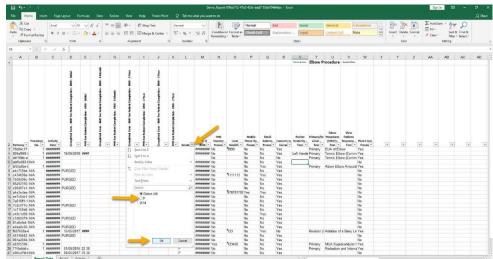
Click Sort & Filter and in the drop down select Filter.



You will then see small grey boxes at the bottom right of each heading.

Click the box of the column you'd like to filter (e.g. gender) and deselect any items you do not want to see (e.g. female).

Click OK and those items should hide, in this case leaving only male patients.



You can then filter further or reverse this process by clicking the grey box again and re-selecting the items.

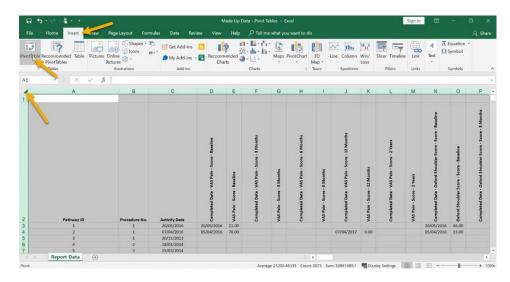


## **Excel PivotTables:**

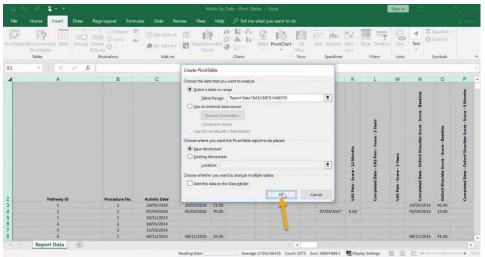
The first step is to create your report template in Amplitude, run and download the data; we will call this the raw data. To find out how to do this see previous guides in this section.

Select all the data by clicking the small box in-between the column letter 'A' and the row number '1'.

Click Insert and then PivotTable.



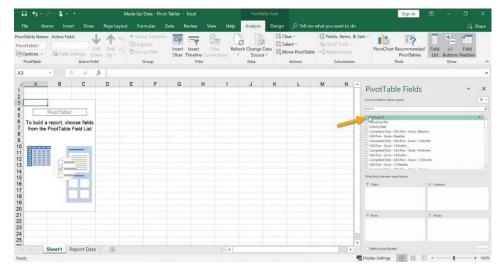
A box will pop-up. You don't need to change anything here, click OK.



You will then see a blank PivotTable on a new sheet.

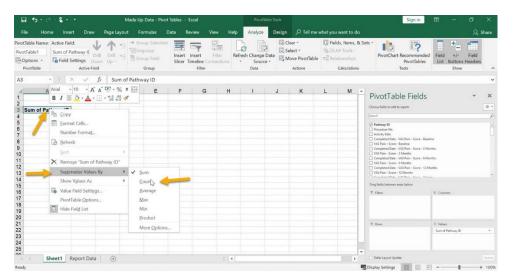
From this point on you can customise the table as you wish using the data you have and add more PivotTables.

In this example we want to analyse our patients scores. First tick the box next to Pathway ID.

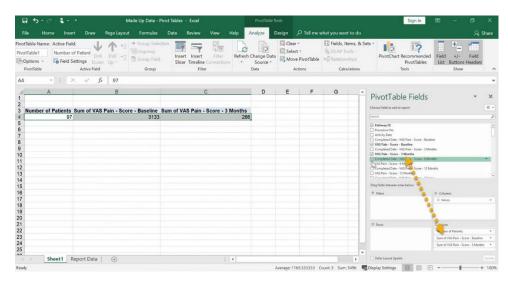




This has added the 'Sum of Pathway ID' to the table however we want the 'Count of Pathway ID' so we can count how many patients we have. To do this right-click 'Sum of Pathway ID', hover over 'Summarize Values By' and click Count. This has now changed it to a count of our patients.

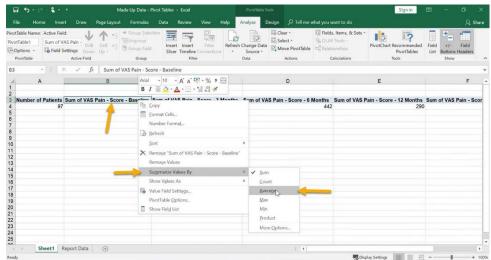


Click and drag VAS pain scores at each time interval into the PivotTable Values box.



Similar to before, rightclick the 'Sum of VAS Pain – Score – Baseline', hover over 'Summarize Values by' and click Average.

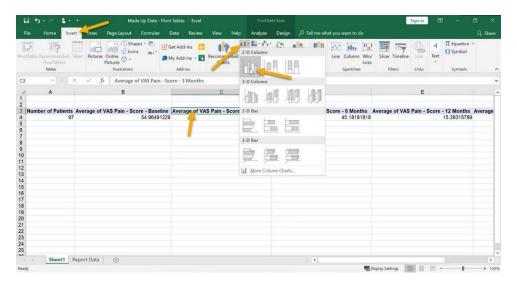
This will now display our patients average Baseline VAS Pain Score. Repeat this for each time interval of the score.





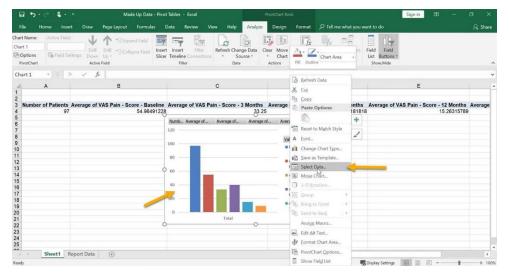
Now we have the figures, we can graph the data.

Make sure a cell you are in is within the PivotTable.
Click Insert and choose the graph type. Here we have chosen a simple bar chart.



A graph will then pop up.

However, notice our rows and columns are the wrong way around. To fix this right click on the graph and click 'Select Data...'.



Click 'Switch Row/Column'.

Then click OK.

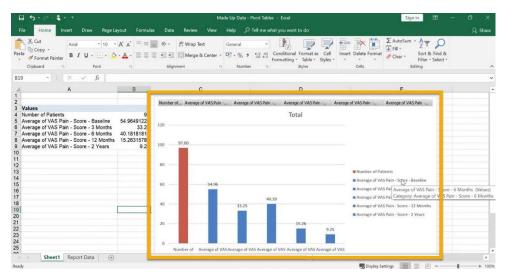




The graph is now fine to use as it is, however we want to add some data labels.

To do this right-click on the graph and click 'Add Data Labels'.

The graph can be customized as you'd like, here we changed the Number of Patients bar to a different colour.



To further analyse the data, we can use filters to see if certain variables effect our outcomes.

To do this first click on the PivotTable to open the 'PivotTable Fields' box. Click and drag the variable (e.g. Hospital) into the 'Filters' field.

You will then see the filter field above your PivotTable, you can repeat this process to add as many filters as you'd like.

