Creating Two-Way Contingency Tables in Excel 2011
Instructions for Mac Users

1. Copy and paste two categorical variables into a new spreadsheet.
2. Highlight both columns and go to Data → Pivot Table… and hit OK, which will open the table in a new worksheet.
3. The pivot table can be modified through the “Pivot Table Builder,” which appears to the side of the table itself. Check the names of both variables in the Builder window to include them in the table.
4. Click on the variable that you want to use to split up the data and drag it from the “Field name” box into the “Row labels” box in the Builder.
5. Click on the other variable and drag it into the “Column labels” box. Notice that the table has been updated to show the count of category of one variable split up by the categories of the other. In order to create a contingency table, these must be changed to percentages.
6. Under the “Values” box in the Builder, click on the small “i” next to “Count of…” Then click the Options >> button. Use the drop down menu under “Show data as:” to select % of row and hit OK.
7. Now the contingency table will show the percentage of responses of the variable in the columns split up by the categories of the variable in the rows.
8. Highlight the percentages (not including the “blank” fields) as well as the row and column titles.
9. Go to the Charts tab and select Column → 2-D Clustered Column.
10. Add a title and axis labels by going into the Chart Layout tab and select “Chart Title” and “Axis Titles.” Add an appropriate title above the chart and both horizontal and vertical axis labels.
11. Change the color scheme of the bar chart by clicking anywhere on the chart, go into the main Charts tab, and select the gray scale option under “Chart Styles.”