



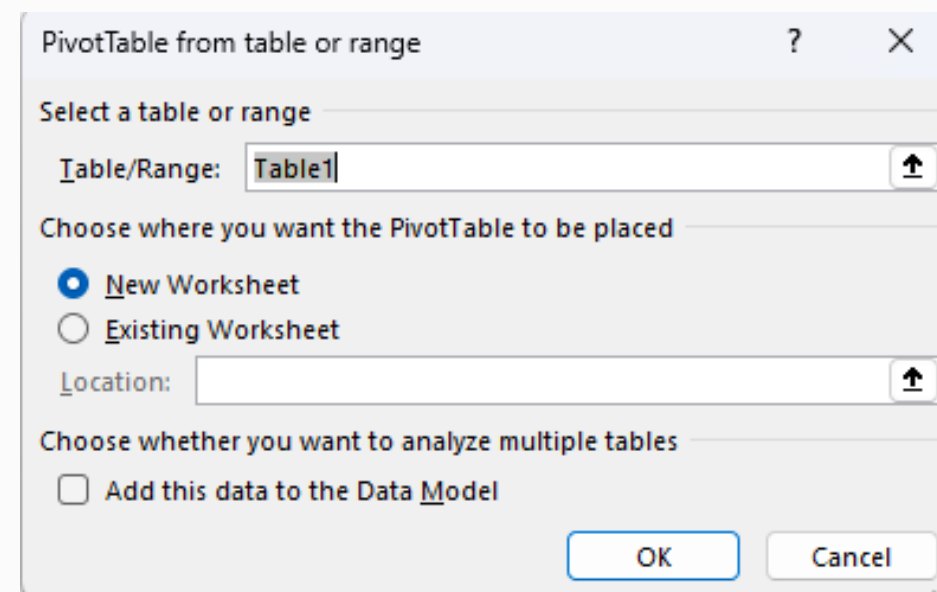
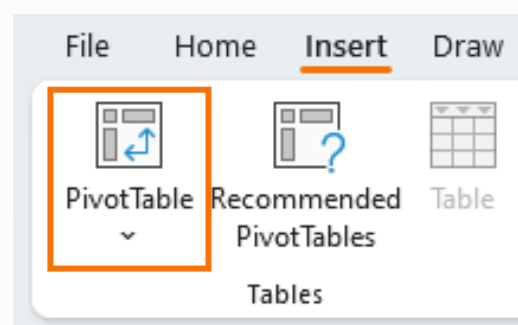
PIVOTTABLE CHEAT SHEET



Step by step video here: <https://www.myonlinetraininghub.com/pivot-tables-explained-excel>

Insert PivotTable

1. Click anywhere in your data.
2. On the **Insert** tab, click the **PivotTable** button and select **PivotTable**.
3. The **PivotTable from table or range** dialog box will open.

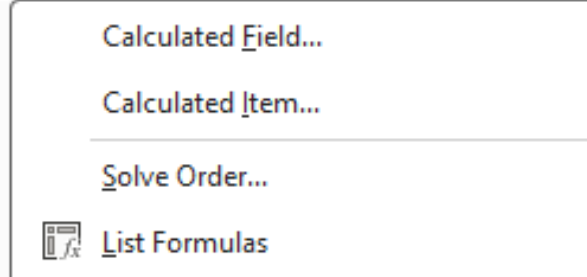
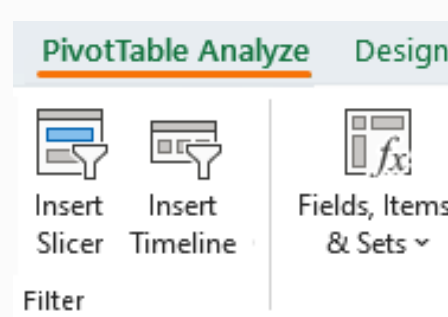


1 Source data

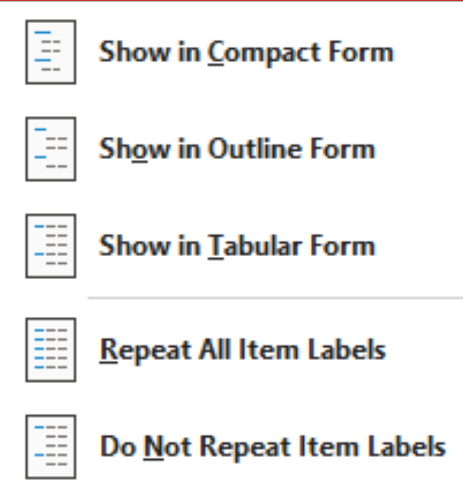
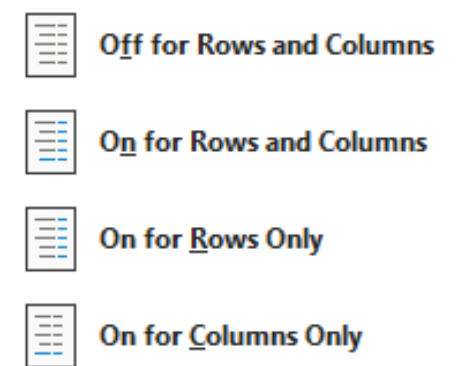
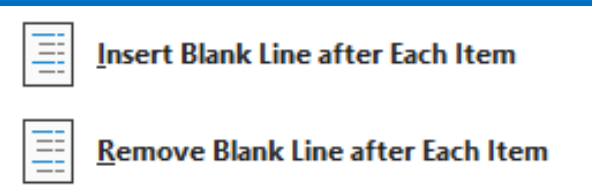
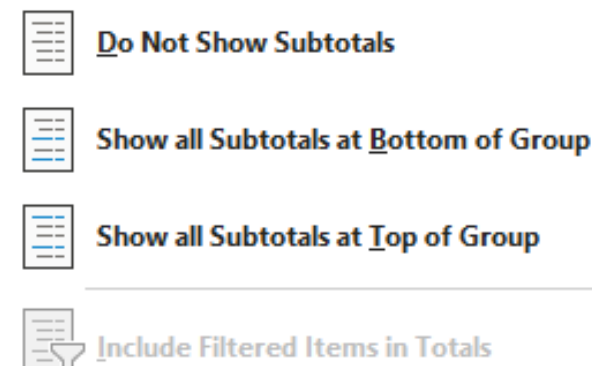
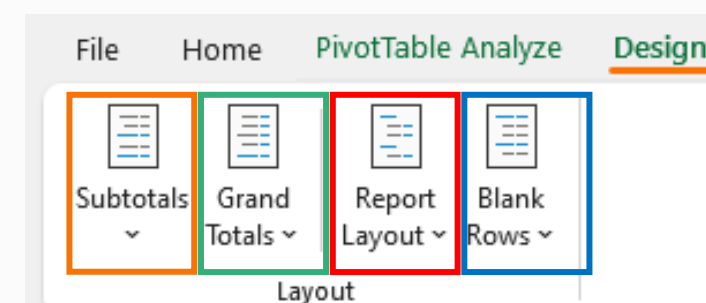
2 Where you want it

3 Choose Data Model (aka Power Pivot) for multiple tables

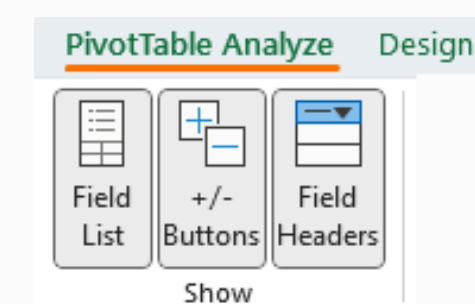
Insert Slicers, Calculated Fields & Items



Set the Layout



Choose to Show Field List, +/- Buttons & Field Headers



Build the PivotTable Using the Field List

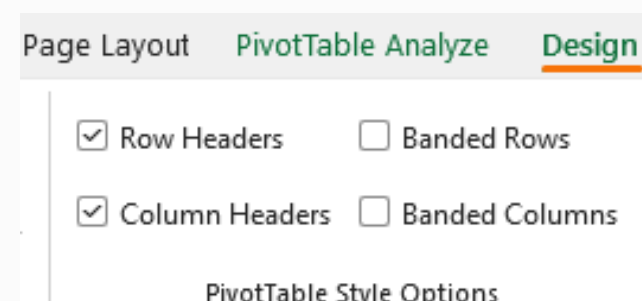
Choose the fields you want included in your PivotTable Report. Do this by ticking the **Fields** in the **Field List** or left click and drag to the areas.

Field List

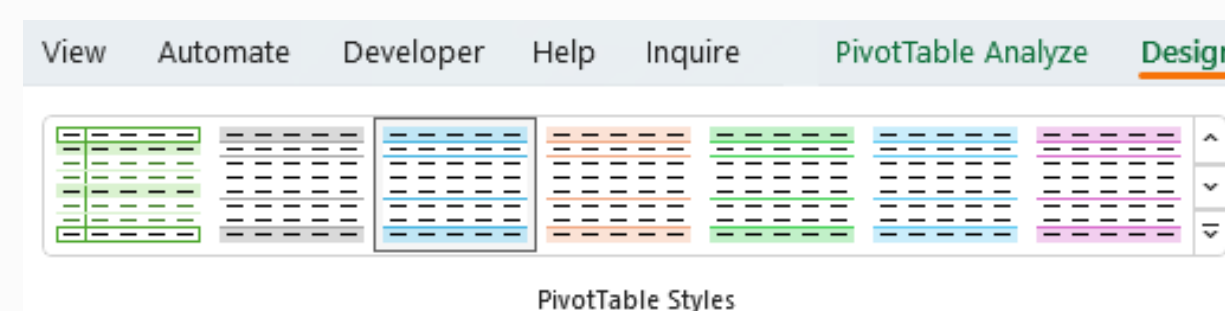
PivotTable

Sum of Sale An Column Labe			
Row Labels	Delivery Truck	Express Air	Regular Air
Critical	333,492	69,914	375,197
High	262,162	79,803	344,657
Low	313,039	24,451	414,391
Medium	249,746	50,821	526,403
Not Specified	304,613	63,050	330,179
Grand Total	1,463,052	288,039	1,990,827

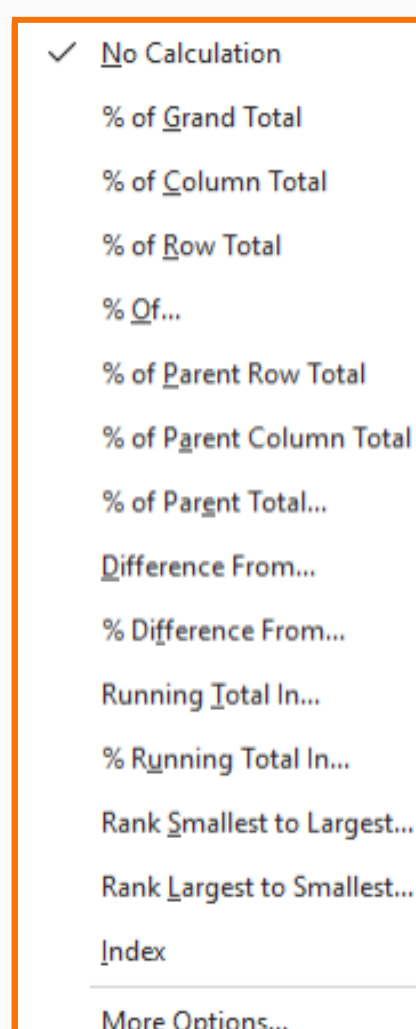
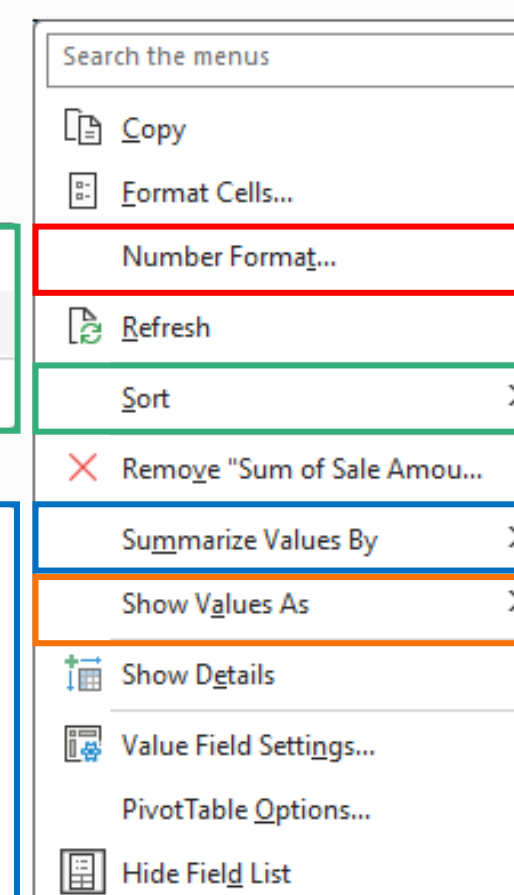
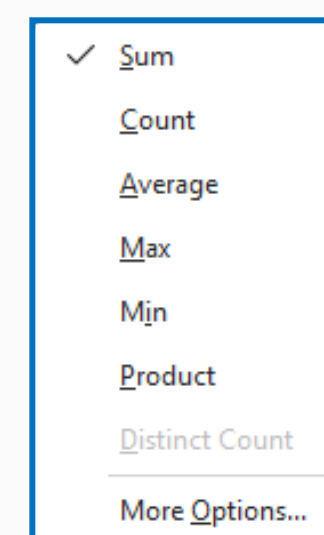
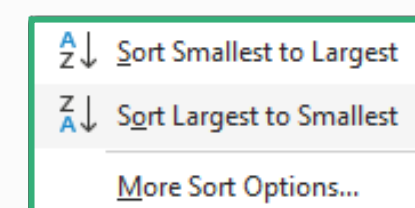
Choose the Style Options



Choose a Design



Use the **right-click menu** for number formats, sorting, summarize values by and show values as:



Mynda Treacy, SKILLS THAT GET YOU NOTICED AND PROMOTED



Download in hi-res here: <https://bit.ly/excel-pivottable>



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