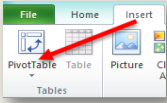


## INSERTING A PIVOT TABLE

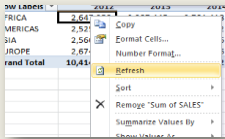
Click anywhere your data source or Table and choose **Insert > PivotTable**



Alt N V T

## REFRESH A PIVOT TABLE

Right click anywhere in the pivot table and select **Refresh**

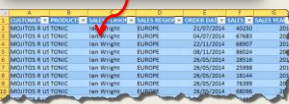


Alt + F5

## DRILL DOWN TO AUDIT

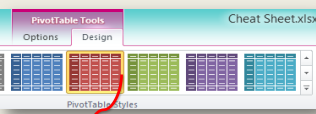
Double click with your mouse in a Pivot Table value

Row Labels	2012	2013	2014
AMERICAS	12,474,582	2,428,650	2,569,892
EUROPE	2,674,096	2,722,129	2,675,496



## PIVOT TABLE STYLES

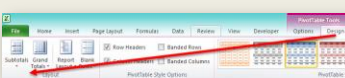
Click anywhere in your Pivot Table, then choose **Design > Pivot Table Styles**



Sum of SALES	Column Labels	2012	2013	2014	Grand Total
AMERICAS		2,499,582	2,428,650	2,569,892	7,488,124
EUROPE		2,674,096	2,722,129	2,675,496	8,071,721
ASIA		2,566,978	2,879,900	2,711,156	8,158,034
AFRICA		2,647,950	2,987,445	2,701,418	8,336,813
Grand Total		10,388,606	11,018,124	10,657,962	32,064,692

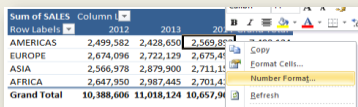
## INSERT/REMOVE SUBTOTALS & GRAND TOTALS

Click anywhere in your Pivot Table, then choose **Design > Subtotals/Grand Totals**



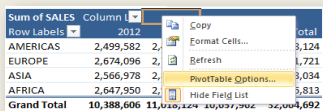
## NUMBER FORMATTING

Right click on any values within the Pivot Table and select **Number Format**



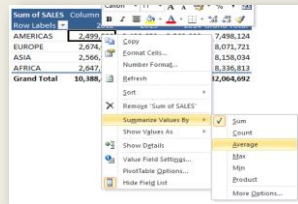
## PIVOT TABLE OPTIONS

Right click anywhere in the Pivot Table and select **Pivot Table Options**

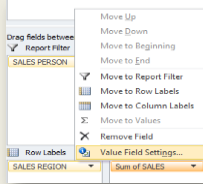


## SUMMARIZE VALUES BY / SHOW VALUES AS

Right click anywhere in the Pivot Table and select **Summarize Values By or Show Values As**

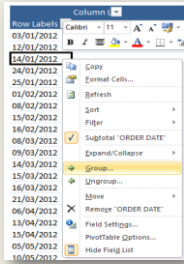


...Or in the Field List Values Area, choose the drop down arrow and select **Value Field Settings > Summarize Values By or Show Values As**



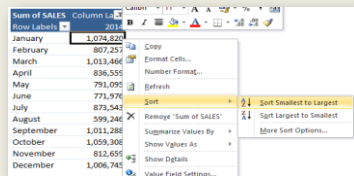
## GROUPING

Right click in the row/column data and select **Group...**



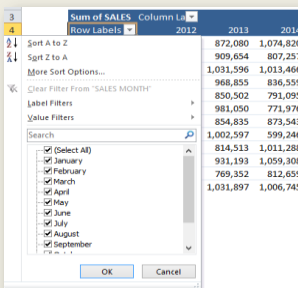
## SORTING

Right click anywhere in the Pivot Table and select **Sort**



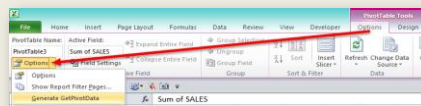
## FILTERING

Click on the Row/Column drop down arrow to access the **Filter**



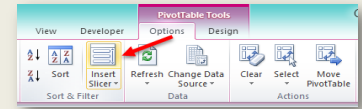
## DES/ACTIVATE GETPIVOTDATA

Click anywhere in your Pivot Table, then choose **Options > Options drop down box > Generate GetPivotData**

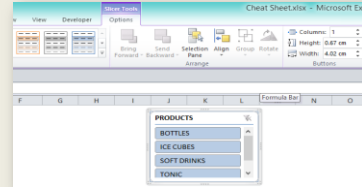


## SLICERS

Click anywhere in your Pivot Table, then choose **Options > Insert Slicer**



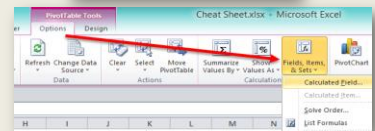
Click on the Slicer to activate the Slicer **Tools/Options tab**



## CALCULATED FIELDS

Click in the values area of your Pivot Table, choose **Options > Fields, Items & Sets > Calculated Field**

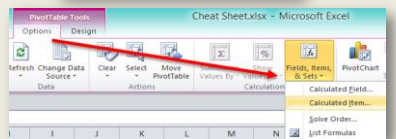
Row Labels	2012	2013	2014
January	771,546	972,080	1,074,820
February	867,220	909,654	807,257
March	904,136	769,832	813,466
April	908,666	968,555	836,559
May	893,039	850,502	791,095
June	786,938	981,050	771,976
July	1,056,573	854,835	873,543
August	806,719	1,002,597	599,246
September	863,089	814,513	1,011,288
October	873,208	931,193	1,059,308
November	923,402	769,352	812,659
December	854,090	1,031,897	1,006,745



## CALCULATED ITEMS

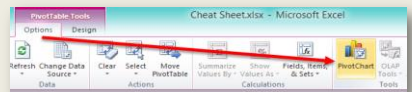
Click any item within the Row/Column sections of your Pivot Table, then choose **Options > Fields, Items & Sets > Calculated Items**

Row Labels	2012	2013	2014
January	771,546	972,080	1,074,820
February	867,220	909,654	807,257
March	784,136	1,031,596	1,013,466
April	908,666	968,555	836,559
May	893,039	850,502	791,095
June	786,938	981,050	771,976
July	1,056,573	854,835	873,543
August	806,719	1,002,597	599,246
September	863,089	814,513	1,011,288
October	873,208	931,193	1,059,308
November	923,402	769,352	812,659
December	854,090	1,031,897	1,006,745



## PIVOT CHARTS

Click anywhere in your Pivot Table, then choose **Options > PivotChart**



## CONDITIONAL FORMATTING PIVOT TABLES

Highlight the values in your Pivot Table, then choose **Home > Conditional Formatting**

