

Reference Guide for Pivot Tables Section 2



Presented by
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SECTION 2

Topics of discussion



SECTION 2: USING FILTERS

- Overview of a filter
- Using a filter
- Searching & sorting using filters
- Filtering & sorting

WHAT IS A FILTER?

- The filter option on the pivot table is a useful tool to help analyze and sorting data.
- When a filter is added to the header row of a spreadsheet, a drop-down menu appears in each cell of the header row. This provides you with a number of filter options that can be used to specify which rows of the spreadsheet are to be displayed.

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Using Pivot Table Filters

USING A FILTER:

The filter will automatically populate when you create a pivot table, see example to the right.

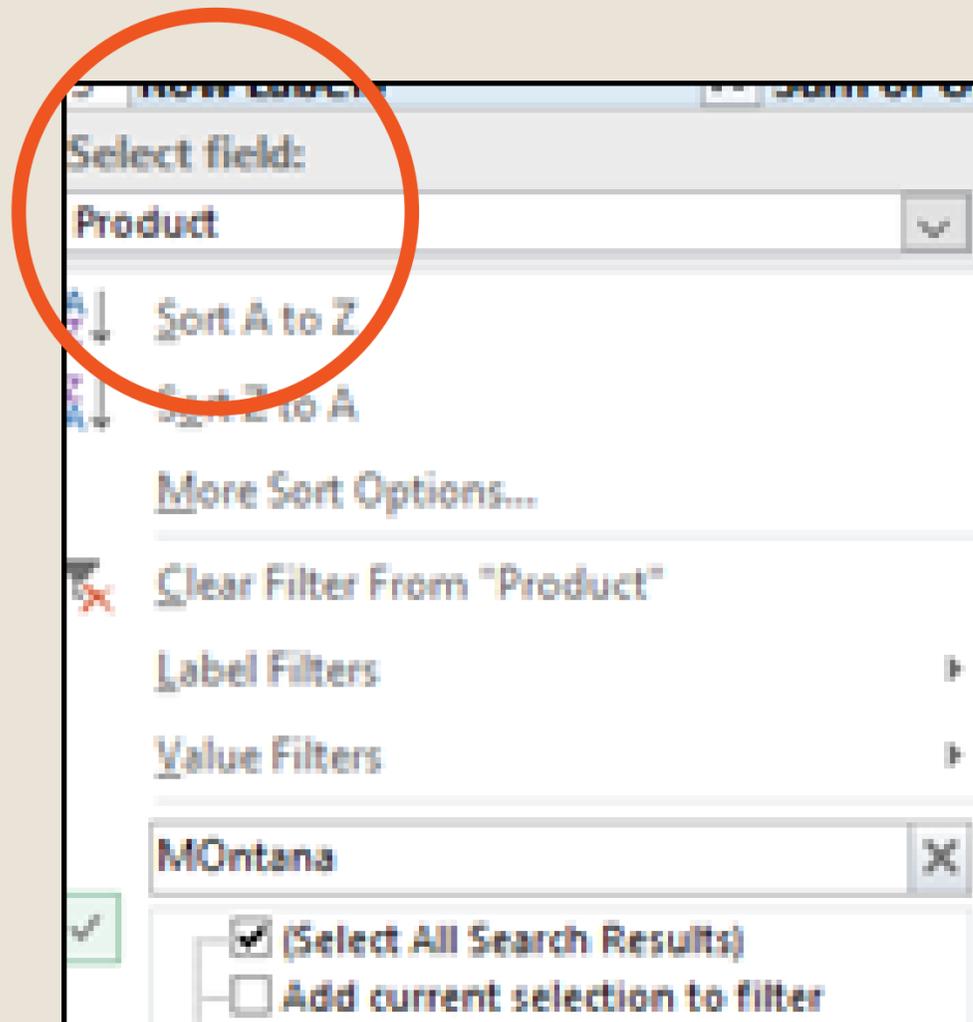
STEP 1

Using the drop down beside the "Row Labels", you can select certain categories to search, or sort by.

STEP 2

Using the Select Field option at the top, you can select which set of data you would like to search from.

3 Row Labels	Sum of Units Sold
Select field:	232627.5
Product	35469.5
Sort A to Z	25818
Sort Z to A	31612.5
More Sort Options...	69466.5
Clear Filter From "Product"	35761
Label Filters	34500
Value Filters	203329
Search	28396
<input checked="" type="checkbox"/> (Select All)	27224
<input checked="" type="checkbox"/> Amarilla	31754
<input checked="" type="checkbox"/> Carretera	63282
<input checked="" type="checkbox"/> Montana	26540
<input checked="" type="checkbox"/> Paseo	26129
<input checked="" type="checkbox"/> Velo	201494
<input checked="" type="checkbox"/> VTT	30614.5
	24944

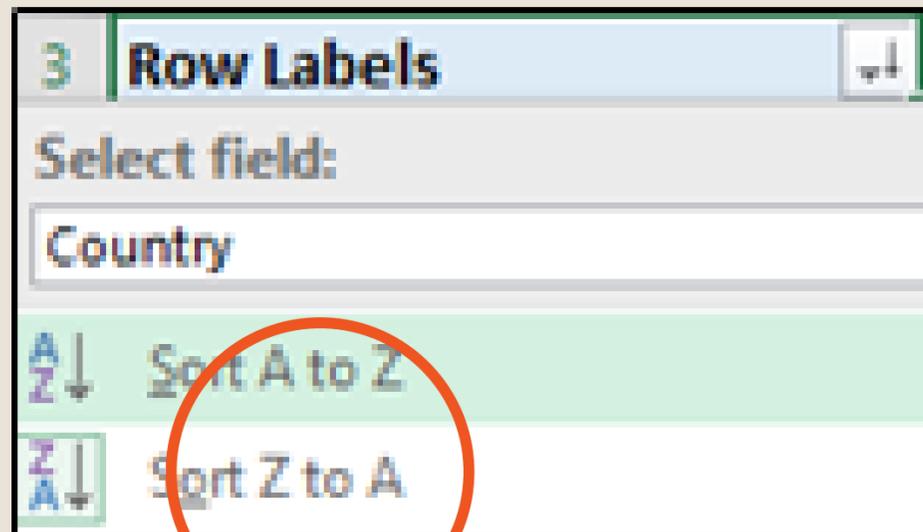


SEARCHING USING FILTERS

- You can manually type in the criteria you are looking for.
- You have the option of changing the “Field”. In the example to the left, the word “Product” was searched.

SORTING DATA

- To sort Alphabetically, select “Row Labels”, & choose the drop down filter, select “Sort A to Z”, or “Sort Z to A”.



A B
A C

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Searching & sorting using filters

3	Row Labels	Sum of Units Sold
	Select field:	232627.5
	Country	35469.5
	Sort A to Z	25818
	Sort Z to A	31612.5
	More Sort Options...	69466.5
	Clear Filter From "Country"	35761
	Label Filters	34500
	Value Filters	203325
		28396
		27224

LABEL & VALUE FILTERS

- You can choose "Label Filters" or "Value Filters" which will allow you to only select data with a certain criteria.
- For example, "Value Filter" is set to show the Sum of Units sold that are greater than 23,000.

Row Labels	Sum of Units Sold
United States of America	232627.5
Amarilla	35469.5
Carretera	25818
Montana	31612.5

Value Filter (Country)		
Show items for which		
Sum of Units Sold	is greater than	230000
		OK Cancel

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Label & Value Filters