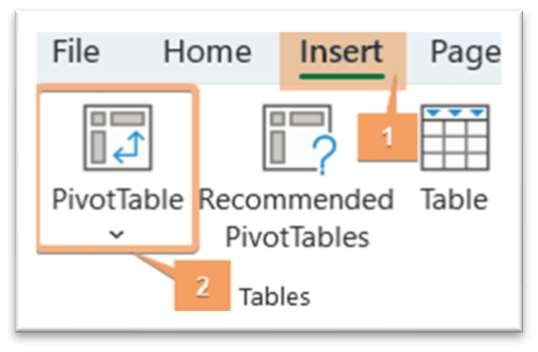
**Pivot Table Cheat Sheet | Excelgraduate**

**Create a Pivot Table**

**Drill Down to Audit Data in Pivot Table**

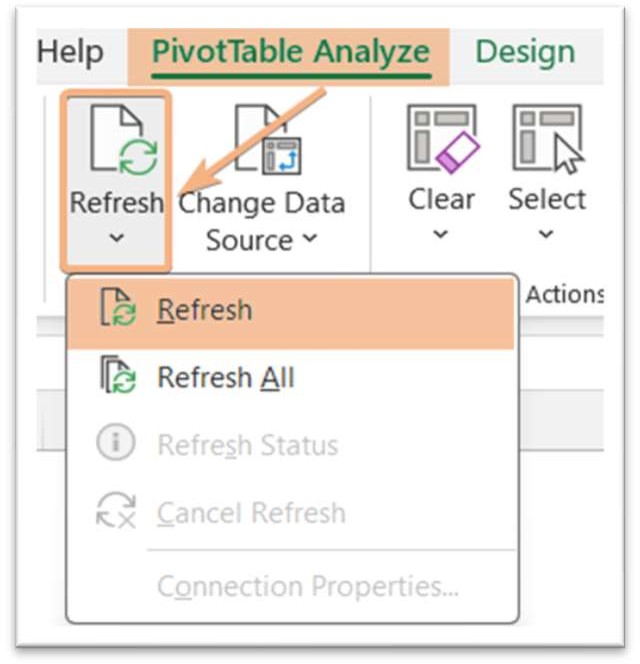
**Clear, Select & Move PivotTable**

Select the data range and go to **Insert** > **Pivot Table**.

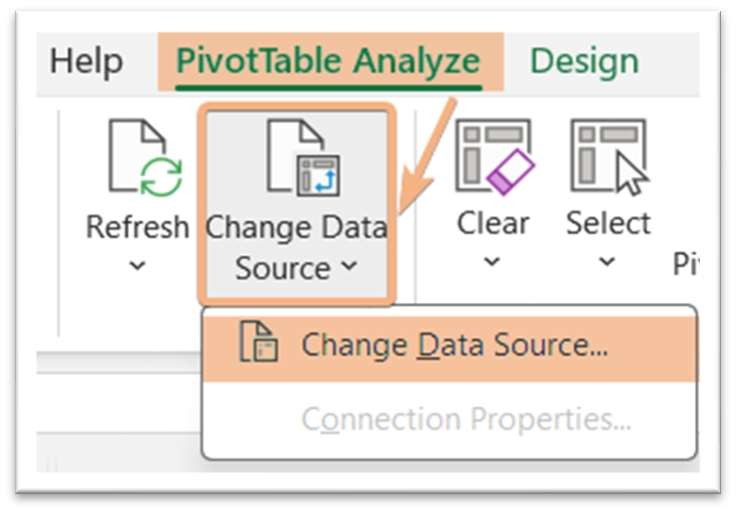


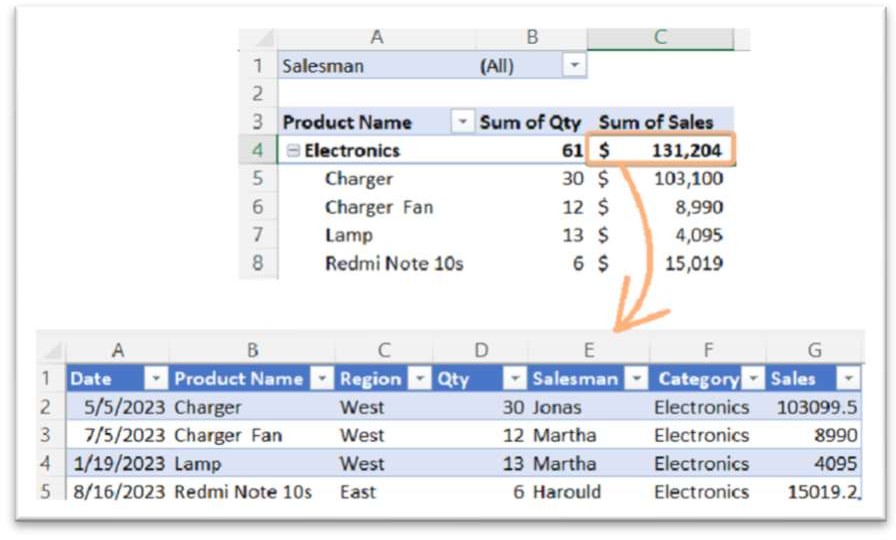
**Refresh Pivot Table**

**Shortcut: ALT+N+V+T**

Click anywhere in the **Pivot Table** and go to **PivotTable Analyze** > **Refresh**. Or, right-click and select **Refresh**.

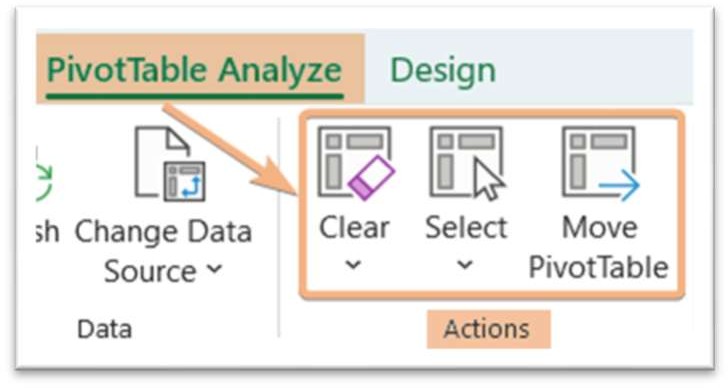
Double-click on a data within the Pivot Table.

Click on any cell inside the Pivot Table. Then, navigate to **PivotTable Analyze** > **Change Data Source** and select the new data range.



**Change Pivot Table Range**

Click a cell in the Pivot Table. Now, go to the **PivotTable Analyze** tab and

then the **Actions** group to access the **Clear**, **Select**, and **Move** PivotTable tools.

# Keyboard Shortcut Keys

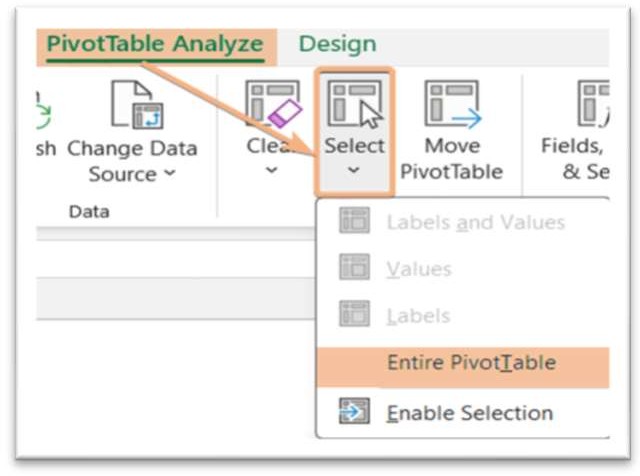
**Clear: ALT+JT+E**

**Select: ALT+JT+W**

**Move PivotTable: ALT+JT+V**

**Delete a Pivot Table**

Click on the Pivot Table, then go to **Select** > **Entire PivotTable** and press the

**DELETE** key.

**Shortcut: ALT > J > T > I >D**

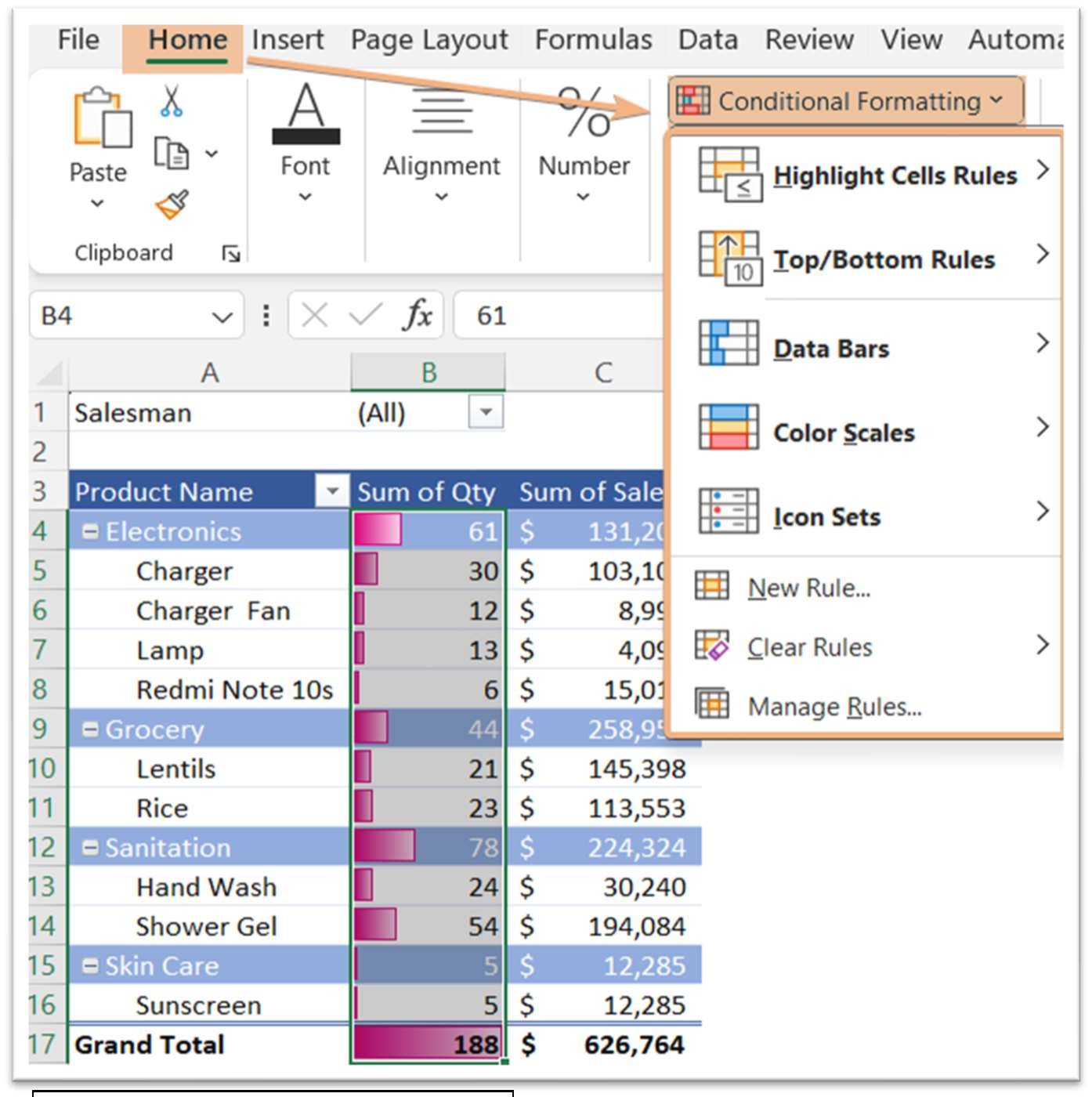
**Shortcut: ALT+F5**

**Shortcuts: ALT+J+W+T & press the DELETE key.**

**Calculated Field**

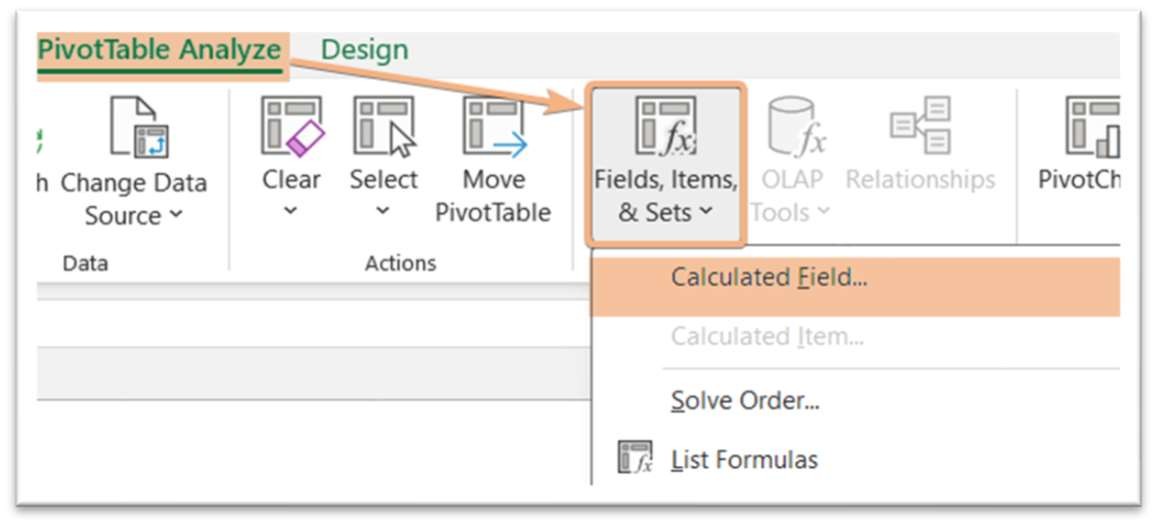
**Conditional Formatting in Pivot Table**

Hit on a cell in the Pivot Table. Then, go to **PivotTable Analyze** > **Fields, Items & Sets** >



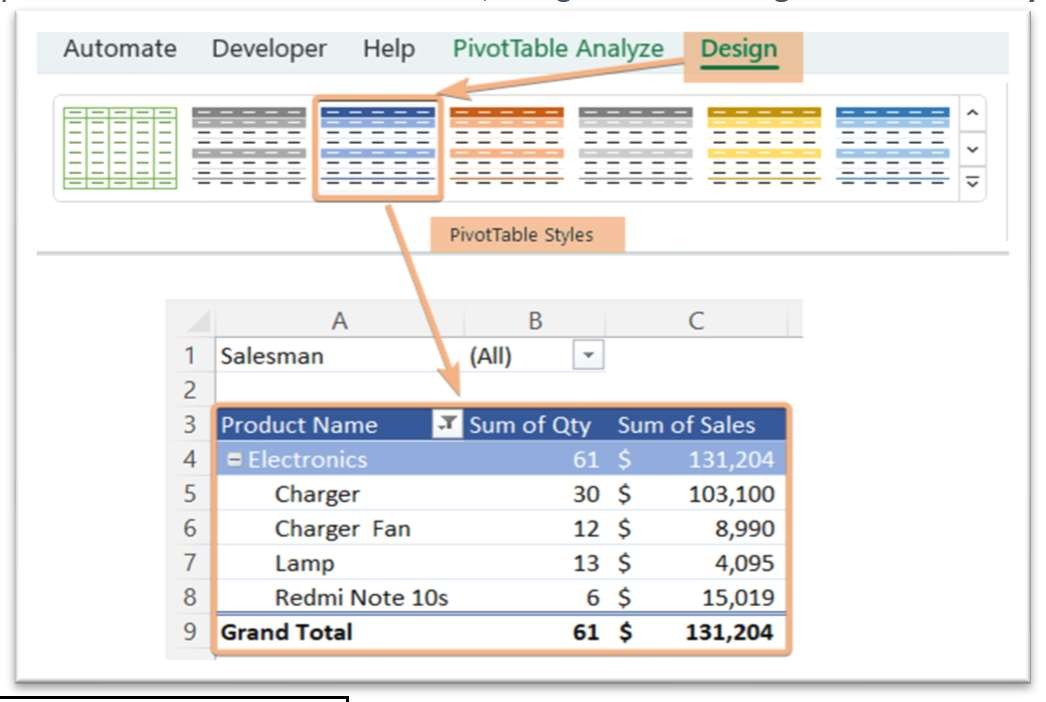
**Shortcut: ALT > H > L**

# Calculated Field.



**PivotTable Styles**

Click anywhere inside the Pivot Table. Now, navigate to the **Design** > **PivotTable Styles**.



**Shortcut: ALT+JY+S**

To highlight values in the Pivot table, go to **Home** > **Conditional Formatting**.

**Number Formatting in Pivot Table**

**Report Layout & Blank Rows in Pivot Table**

To format value in the Pivot Table, right-click on that value and choose the **Number**

# Format.

**Subtotals/Grand Totals in Pivot Table**

Hit a cell within the Pivot Table and go to the **Design** > **Layout**. Then, choose the options to insert or remove from **Subtotals** and **Grand Totals**.

To access **Report Layout** and **Blank Rows**, click a cell in the Pivot Table and navigate to **Design** >

# Layout.

**Keyboard Shortcut Keys**

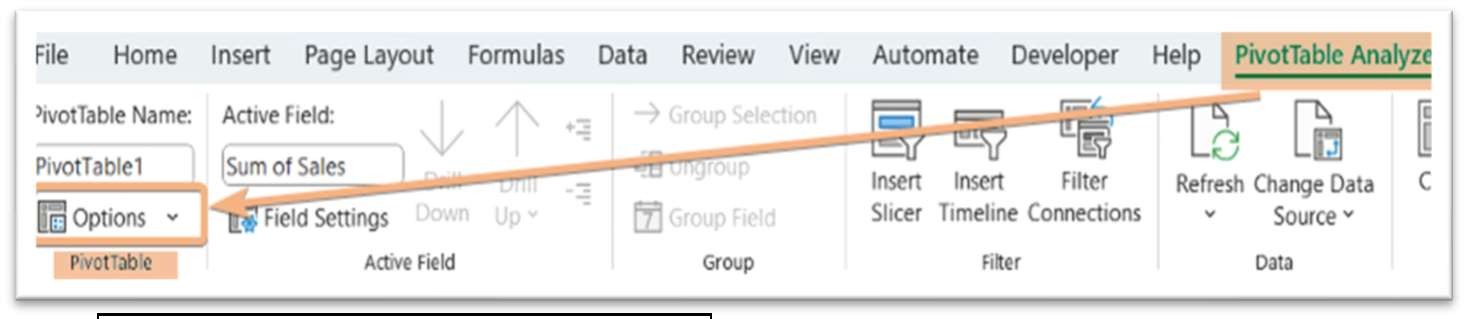
**Report Layout: ALT+JY+N Blank Rows: ALT+JY+P**

**Access PivotTable Options**

Select any cell inside the Pivot Table, then right-click on that and choose **PivotTable Options**. Or,

after clicking on a cell, go to **PivotTable Analyze** > **Options**.

# Keyboard Shortcut Keys



**Shortcut: ALT > JT > T > T**

**Subtotals: ALT+JY+F Grand Totals: ALT+JY+H**

**Sorting**

**Grouping/Ungrouping**

**Summarize Value as/Show Value as**

Select a cell and right-click on that, then, select **Sort** and choose **Sort**

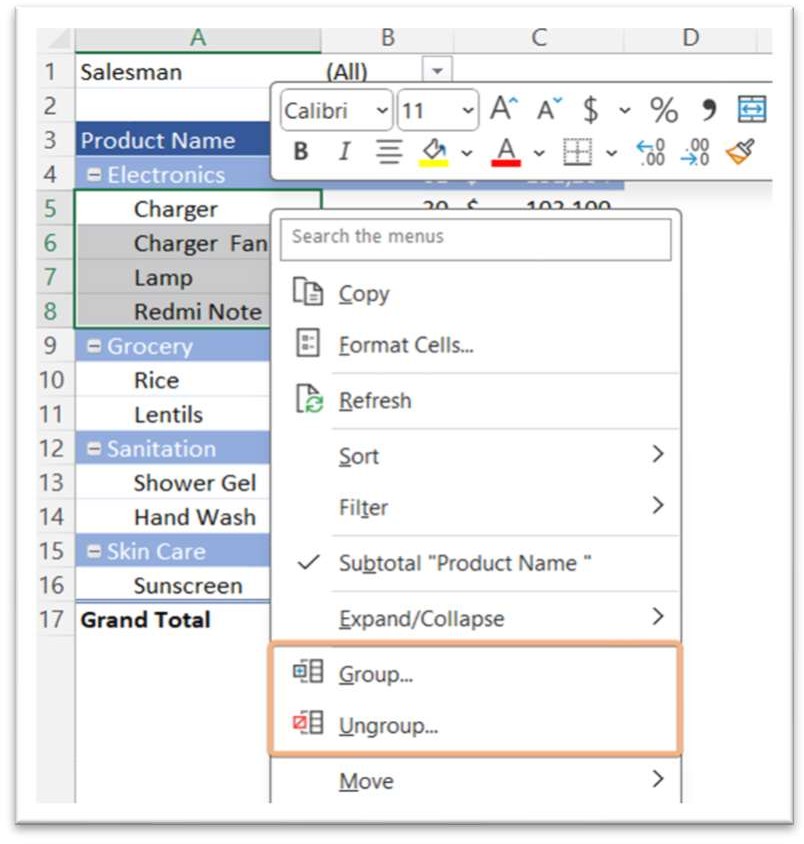
# options.

**Filtering**

Click on the dropdown of **Row Labels/Column Labels** and choose **Filters** options in Pivot Table.

Right-click on any cell in the first column in the Pivot

Table and choose **Group** or **Ungroup**.

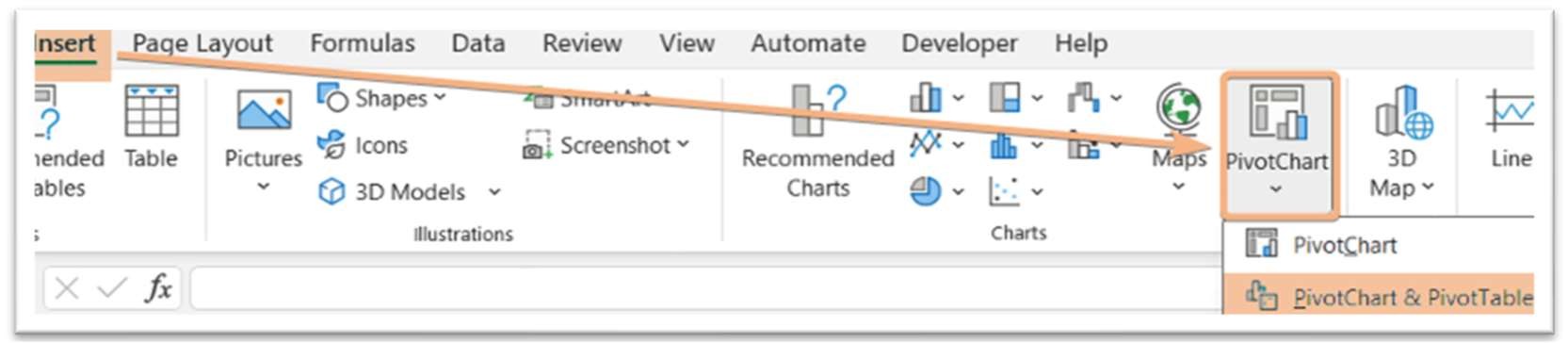


**Insert PivotChart**

Click on a cell and right-click on that, then choose

# Summarize Value By or Show Value As.

Select the data range and go to **Insert** > **PivotChart** > **PivotChart & PivotTable**.



**Insert Slicers**

**Insert Timeline**

Select any cell in the Pivot Table and go to **PivotTable Analyze** >

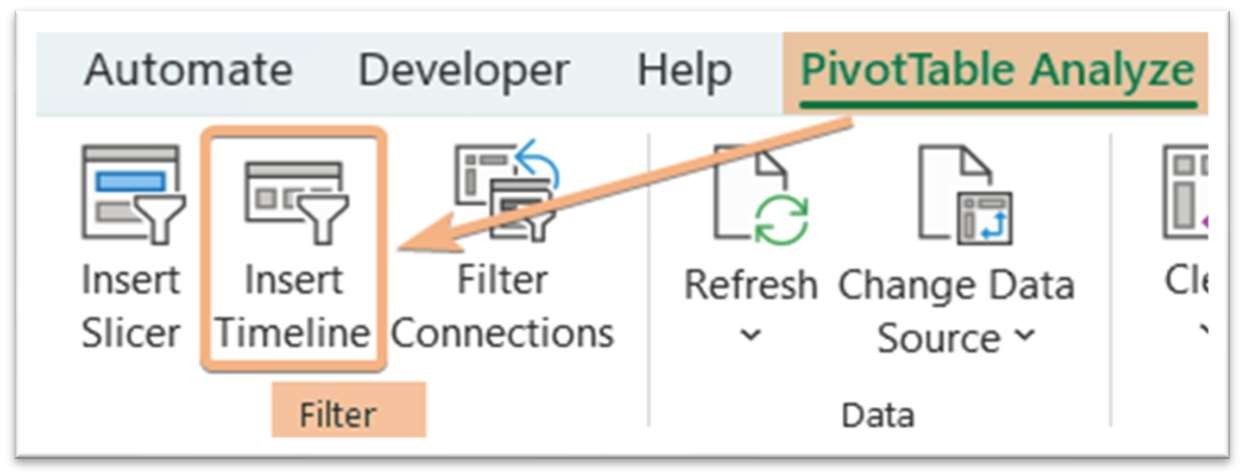
# Insert Slicer.

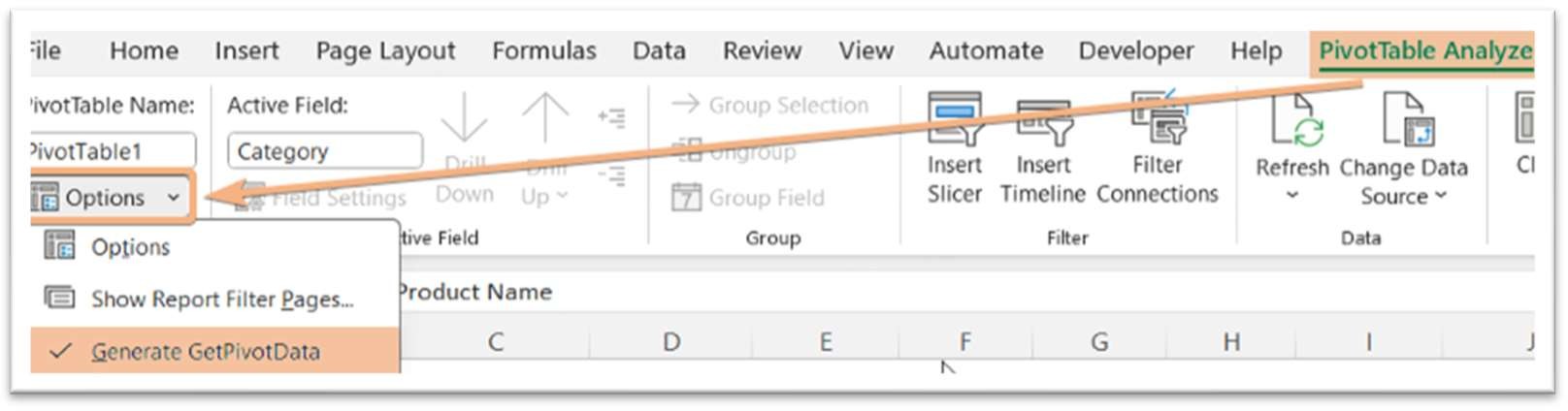
**Shortcut: ALT>JT>SF**

**Activate GetPivotData**

Select any cell in the Pivot Table and then, navigate to the **PivotTable Analyze** > **Options** > **Generate GetPivotData**.

Click anywhere in the Pivot Table and go to **PivotTable Analyze** > **Insert Timeline**.



**Excelgraduate**

**Copyright © 2023 Excelgraduate | All Rights Reserved.**

Web View: https://excelgraduate.com/pivot-table-cheat-sheet/

**Shortcut: ALT>JT>T>G**