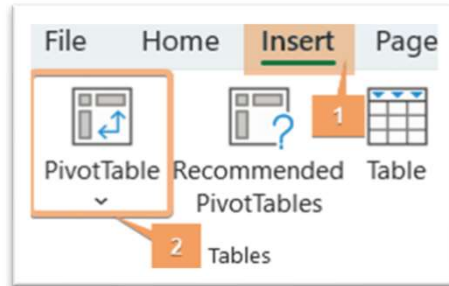


Pivot Table Cheat Sheet | Excelgraduate

Create a Pivot Table

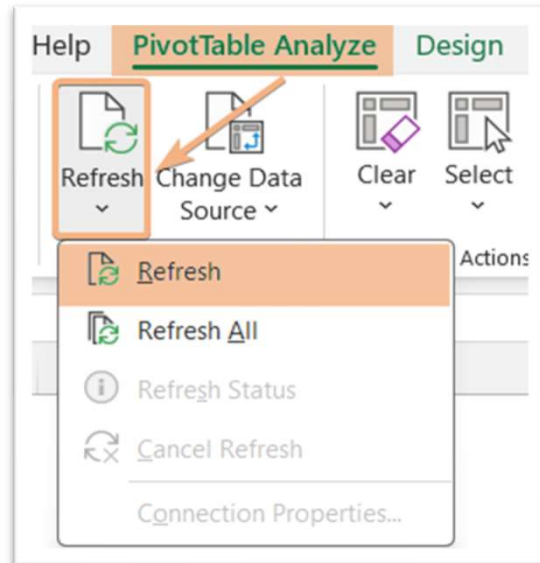
Select the data range and go to **Insert > Pivot Table**.



Shortcut: ALT+N+V+T

Refresh Pivot Table

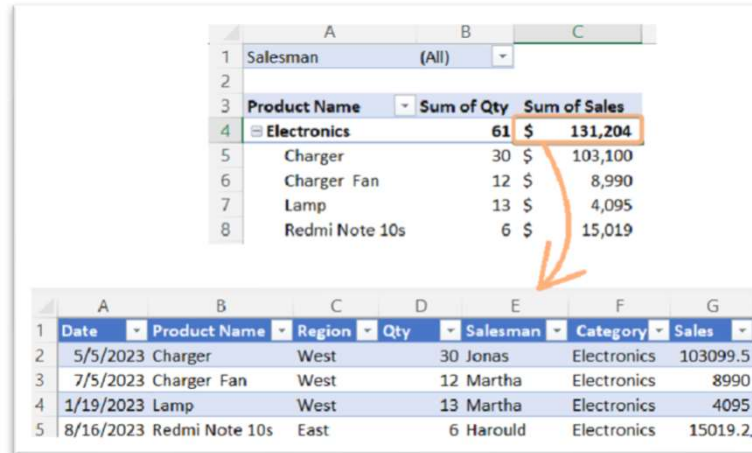
Click anywhere in the **Pivot Table** and go to **PivotTable Analyze > Refresh**. Or, right-click and select **Refresh**.



Shortcut: ALT+F5

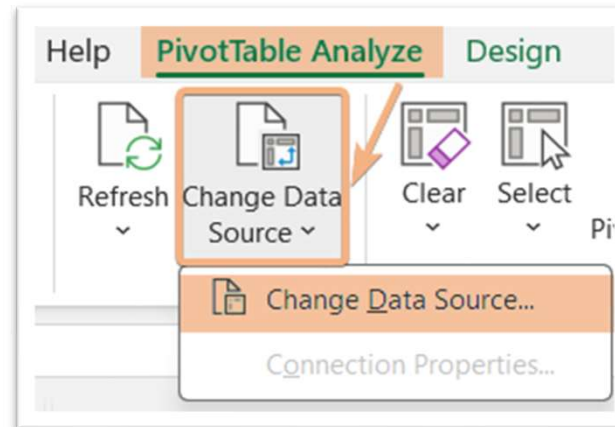
Drill Down to Audit Data in Pivot Table

Double-click on a data within the Pivot Table.



Change Pivot Table Range

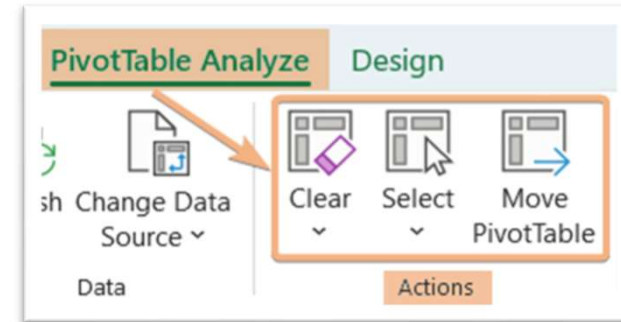
Click on any cell inside the Pivot Table. Then, navigate to **PivotTable Analyze > Change Data Source** and select the new data range.



Shortcut: ALT > J > T > I > D

Clear, Select & Move PivotTable

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

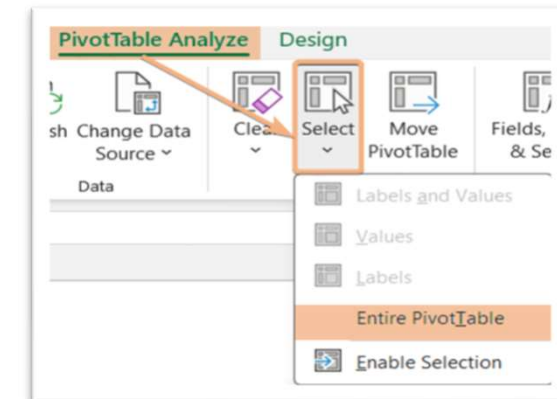
Clear: ALT+JT+E

Select: ALT+JT+W

Move PivotTable: ALT+JT+V

Delete a Pivot Table

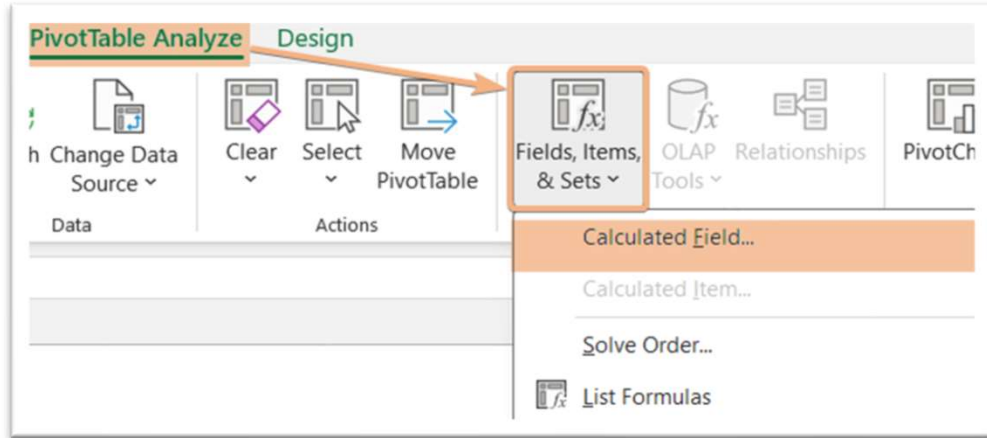
Click on the Pivot Table, then go to **Select > Entire PivotTable** and press the **DELETE** key.



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

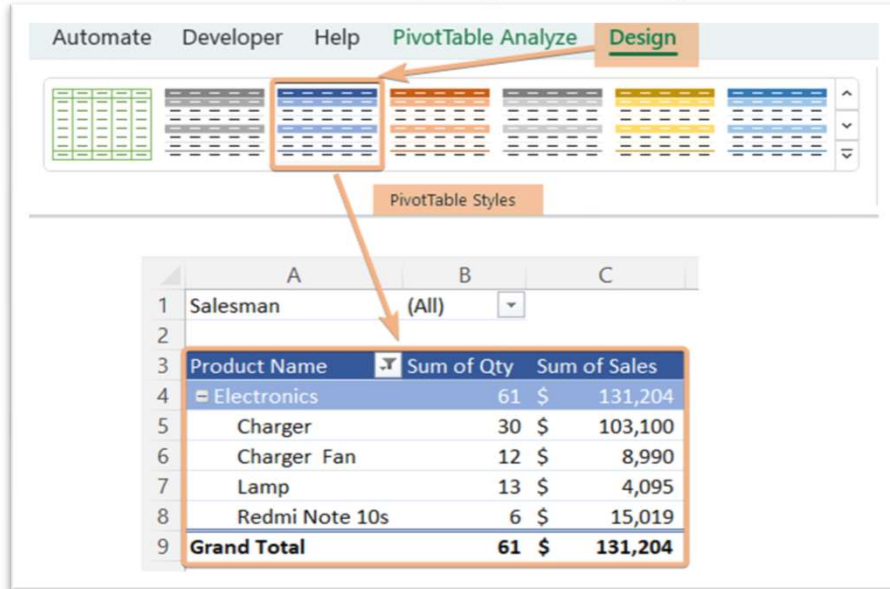
Calculated Field

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



PivotTable Styles

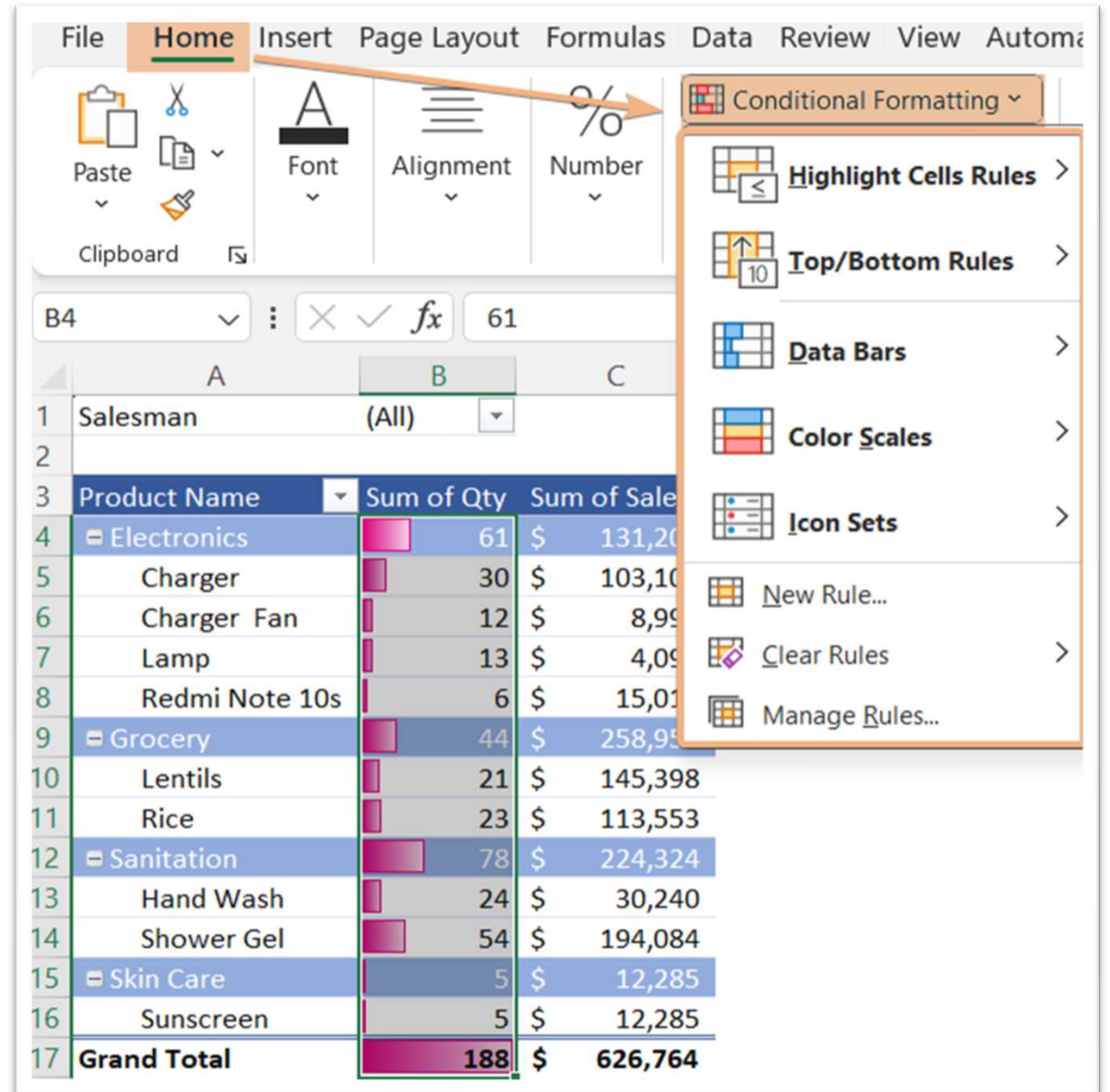
Click anywhere inside the Pivot Table. Now, navigate to the **Design > PivotTable Styles**.



Shortcut: ALT+JY+S

Conditional Formatting in Pivot Table

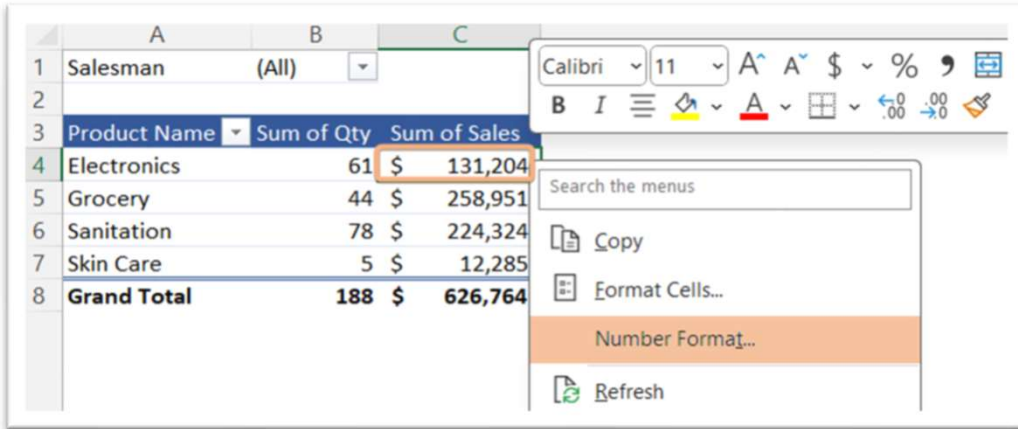
To highlight values in the Pivot table, go to **Home > Conditional Formatting**.



Shortcut: ALT > H > L

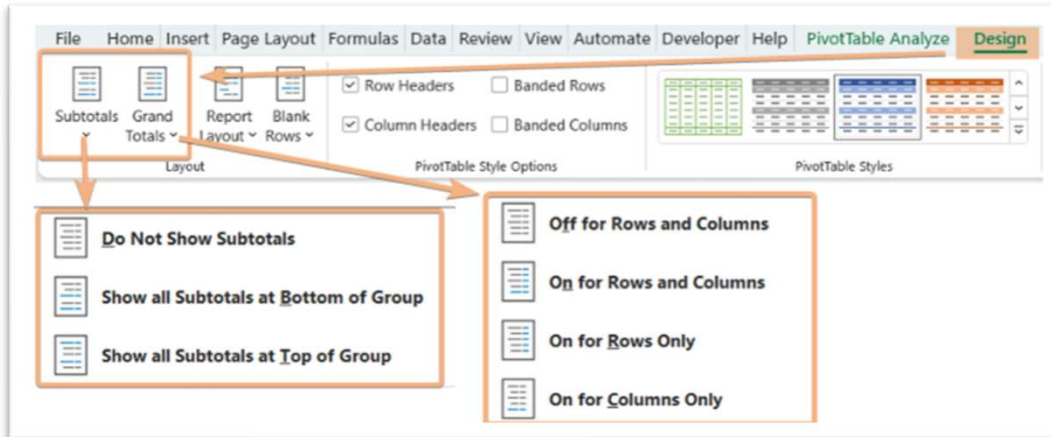
Number Formatting in Pivot Table

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**.



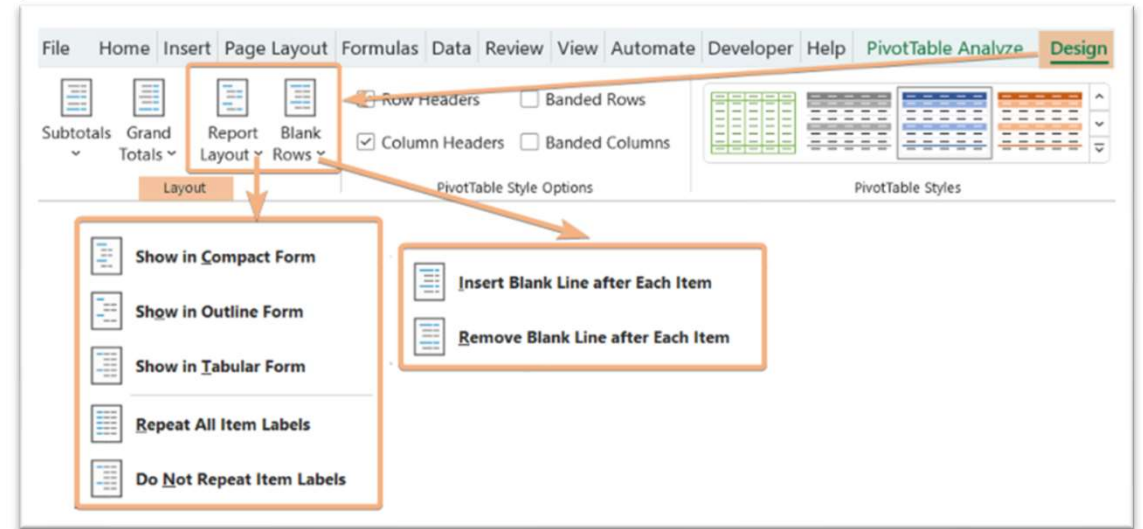
Keyboard Shortcut Keys

Subtotals: ALT+JY+F

Grand Totals: ALT+JY+H

Report Layout & Blank Rows in Pivot Table

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



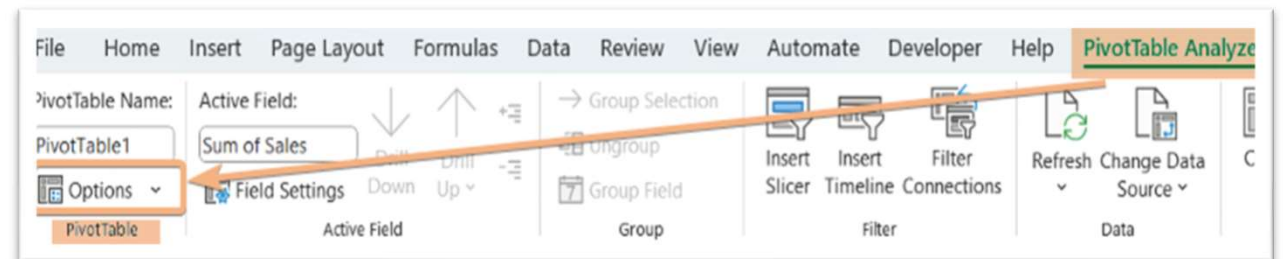
Keyboard Shortcut Keys

Report Layout: ALT+JY+N

Blank Rows: ALT+JY+P

Access PivotTable Options

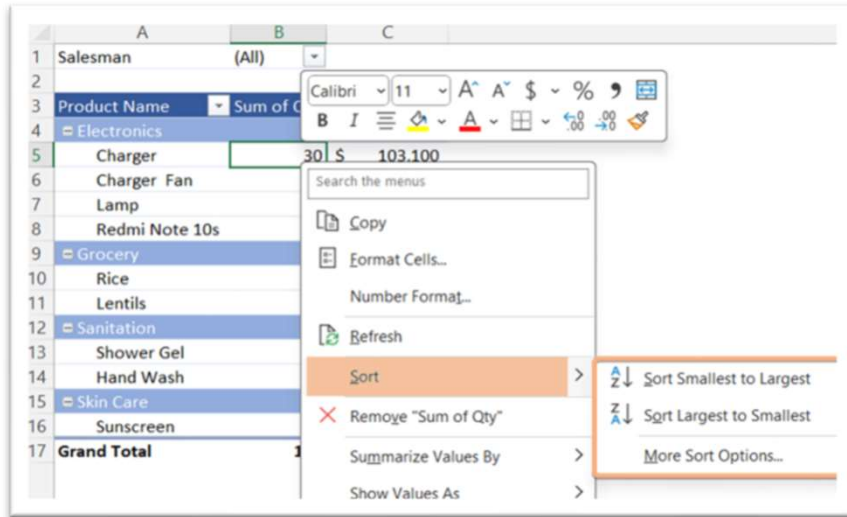
Select any cell inside the Pivot Table, then right-click on that and choose **PivotTable Options**. Or, after clicking on a cell, go to **PivotTable Analyze > Options**.



Shortcut: ALT > JT > T > T

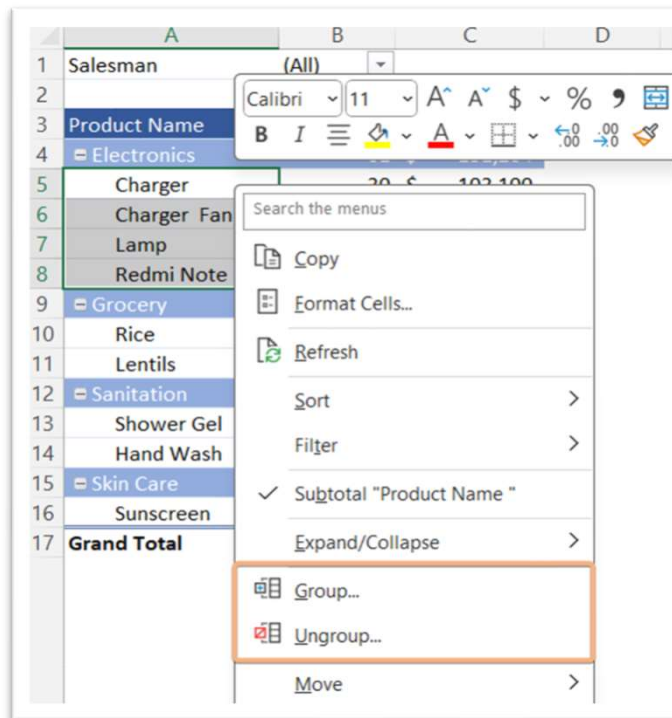
Sorting

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



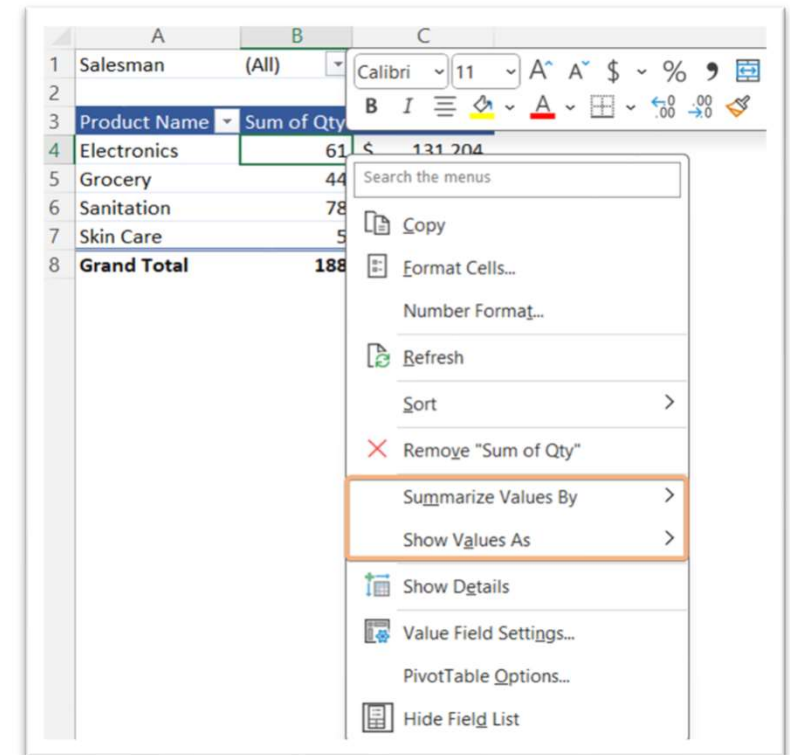
Grouping/Ungrouping

Right-click on any cell in the first column in the Pivot Table and choose **Group** or **Ungroup**.



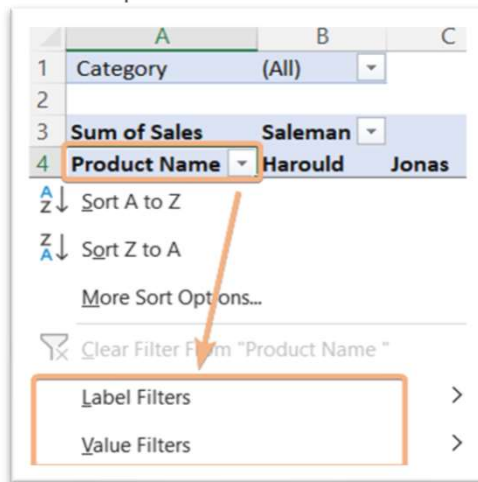
Summarize Value as/Show Value as

Click on a cell and right-click on that, then choose **Summarize Value By** or **Show Value As**.



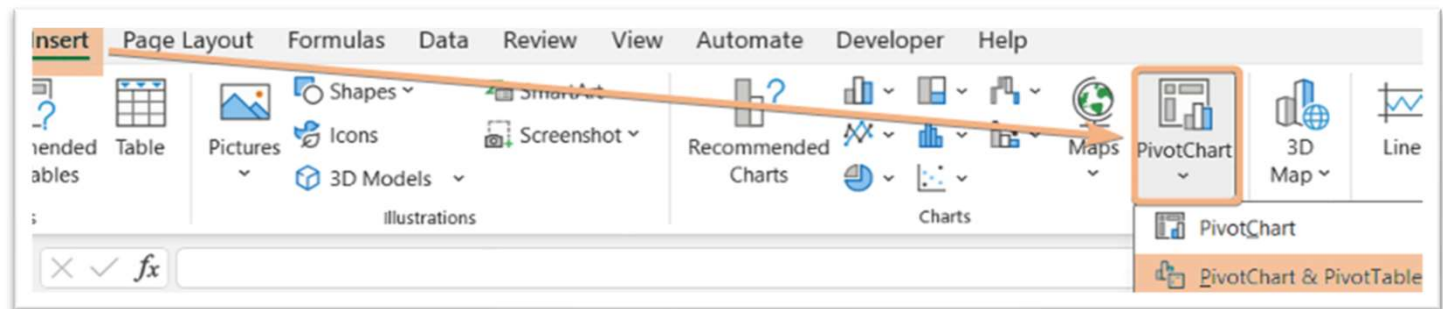
Filtering

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



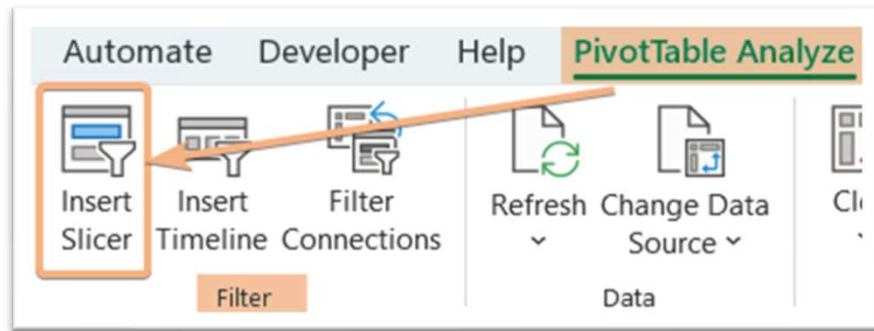
Insert PivotChart

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



Insert Slicers

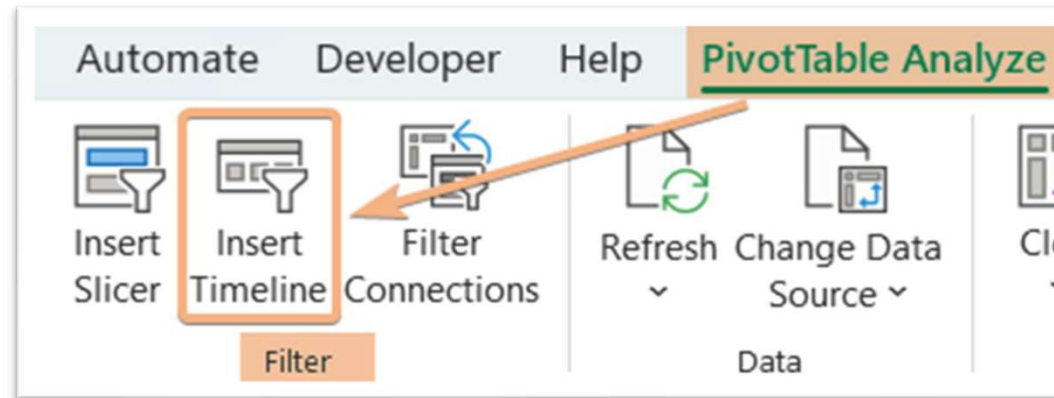
Select any cell in the Pivot Table and go to **PivotTable Analyze > Insert Slicer**.



Shortcut: ALT>JT>SF

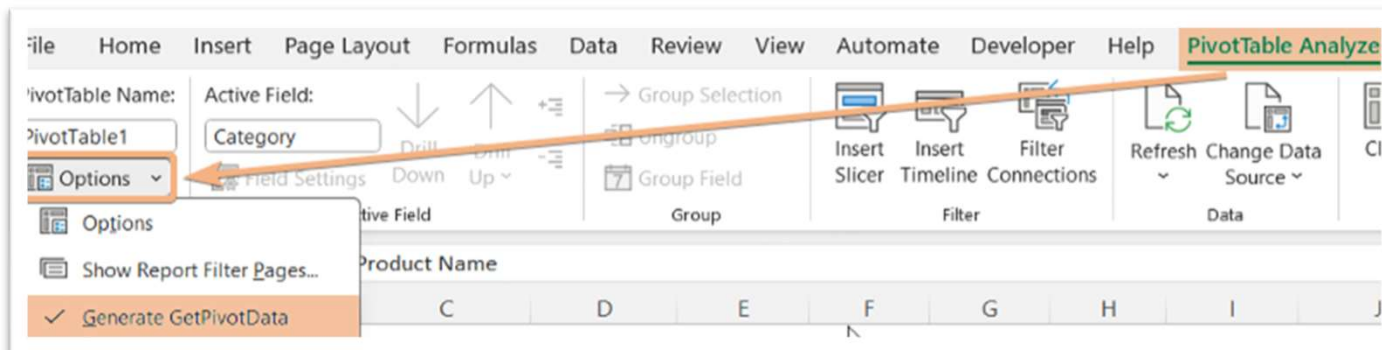
Insert Timeline

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



Activate GetPivotData

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



Shortcut: ALT>JT>T>G



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