

File Home Insert Draw Page Layout Formulas Data Review View Help Analyze Design Tell me

Clipboard Font Alignment Number Styles

Calibri 14

B I U A A

General

Conditional Formatting

Format as Table

Cell Styles

Cells

Editing

A1 Sum of Amount

	A	B	C
1	Sum of Amount	Column Labels	
2		Jan	Feb
3	Row Labels		
4	Boston	1460	365
5	Anna Torkleson		
6	Harrison Thompson		
7	John Harris	365	
8	John Smith	365	
9	Louis Landgo	365	
10	Phillip Grahams		365
11	Shelia Lindquist	365	
12	Cancun	199	398
13	Amy Thomas		
14	Bruce Thorgood		

PivotTable Fields

Choose fields to add to report:

Search

☒ Date

Drag fields between areas below:

Filters

Rows

Destination

Name

Columns

Months

Date

Values

Sum of Amount

☐ Defer Layout Update

Update