

How to refresh data in a pivot table.xlsx - Microsoft Excel

FileHomeInsertPage LayoutFormulasDataReviewViewOptionsDesign

CutCopyFormat Painter

Clipboard

Calibri12

B*I*U

Wrap Text

Merge & Center

Alignment

Accounting

\$% ,

Conditional Formatting

Format as Table

Cell Styles

Styles

InsertDeleteFormat

Cells

Σ AutoSum

FillClear

Sort & FilterFind & Select

Editing

F8fx6440.75

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2	Total sales												
3													
4	Sum of Total Sales		Date										
5	Region	City	2011	2012	2013								
6	East		\$ 34,523	\$ 37,897	\$ 48,3								
7		Atlanta	\$ 16,064	\$ 19,607	\$ 25,0								
8		Boston	\$ 5,076	\$ 5,395	\$ 6,441								
9		New York	\$ 13,383	\$ 12,895	\$ 16,7								
10	Midwest		\$ 10,570	\$ 12,671	\$ 11,2								
11		Chicago	\$ 6,182	\$ 7,996	\$ 6,4								
12		Minneapolis	\$ 4,388	\$ 4,675	\$ 4,7								
13	South		\$ 18,004	\$ 18,097	\$ 20,3								
14		Dallas	\$ 11,479	\$ 12,127	\$ 13,7								
15		Miami	\$ 6,525	\$ 5,970	\$ 6,5								
16	West		\$ 19,301	\$ 22,189	\$ 25,3								
17		Denver	\$ 4,934	\$ 6,702	\$ 6,7								
18		Los Angeles	\$ 2,454	\$ 2,555	\$ 4,7								
19		San Francisco	\$ 6,544	\$ 7,358	\$ 7,8								
20		Seattle	\$ 5,370	\$ 5,574	\$ 6,0								
21	Grand Total		\$ 82,397	\$ 90,853	\$ 105,2								
22													
23													

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B*I*U

Copy

Format Cells...

Number Format...

Refresh

Sort

Remove "Sum of Total Sales"

Summarize Values By

Show Values As

Show Details

Value Field Settings...

PivotTable Options...

Hide Field List

Refresh

PivotTable Field List

Choose fields to add to report:

☒ Date

☐ Customer

☒ City

☐ State

☒ Region

☐ Product

☐ Category

☐ Quantity

☒ Total Sales

Drag fields between areas below:

Report Filter

Column Labels

Row Labels

Σ Values

Region

City

Date

Sum of Total ...

Pivot tableData

Ready

100%

EXCELJET