

HOW TO REFRESH PIVOT TABLE IN EXCEL

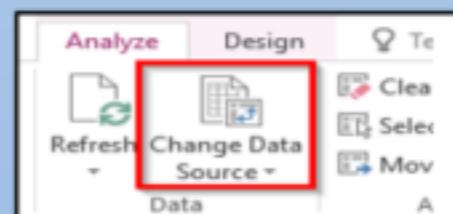
BACKGROUND

- Once a pivot table is created and then you make any changes in the pivot table source data, unfortunately, the changes do not reflect in the pivot table automatically.
- This is the standard and strange behavior of Excel.
- An automatic refresh of the pivot table is not possible without writing a VBA Code. But yes, you can do it manually (without VBA).

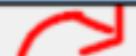
WHAT IF I ADD A NEW ROW OF DATA ?

The Refresh button only refreshes the current pivot table source data. When you add any new row of data in the source table, you need to first extend the pivot table source data and then use Refresh button.

To extend the data source, click anywhere in the pivot table and go to **Analyze** Tab > **Data** group > **Change Source Data** option.



Extend Table/Range to include newly added row or column within the range and click OK.

● Select a table or range  Extend the Source Data

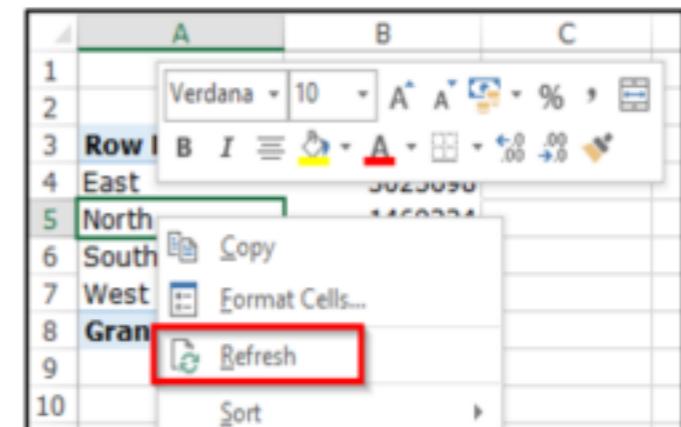
Table/Range: Data!\$A\$1:\$F\$803 

MULTIPLE WAYS TO REFRESH

METHOD #1

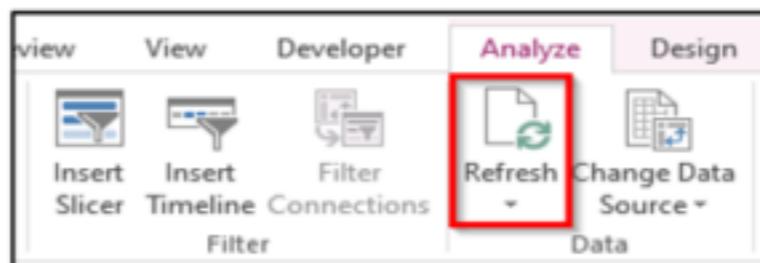
Right Click anywhere on the Pivot Table and then select the option – ‘Refresh’ as shown in the image to the right.

As soon as you click on the ‘Refresh’ option, excel would apply the changes to the pivot table.



METHOD #2

Click anywhere in the pivot table and go to **Analyze Tab > Data group > Refresh** option.



This would also, refresh the pivot table to incorporate the changes made in the source data.



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It is always recommended to convert the dataset table into an excel table (Ctrl + T) so that you need not extend the Source Data each time a new data row/column is added.