



Refresh a PivotTable

Manually Update a PivotTable

- 1 Make a change to the data.
- 2 Navigate to the PivotTable.
- 3 Click any cell inside the PivotTable.
- 4 Click the **Analyze** tab on the ribbon.
- 5 Click the **Refresh** button on the ribbon.

AutoSave OFF Book - Excel PivotTable Tools

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

PivotTable Active Field Group Insert Slicer Insert Timeline Refresh Change Data Source Actions Calculations Tools Show

Filter Data

A1 Sum of Tickets

1	Sum of Tickets	Date				
2		Jan				
3	Destination	2-Jan	3-Jan	4-Jan	5-Jan	8-Jan
4	Boston	3				
5	Cancun					
6	Chicago		2			
7	Dallas				2	
8	Duluth			2		
9	Los Angeles					13
10	New York					
11	Philadelphia					
12	Toronto					
13	Washington, D.C.	4				
14	Total	9	3	2	2	13

PivotTable Fields

Choose fields to add to report:

Search

☒ Date
☐ Name
☒ Destination

Drag fields between areas below:

Filters
Columns
Rows
Values

Destination Months Sum of Tickets

Alt + F5 also refreshes the PivotTable



Excel Interactive Tutorial Refresh Pivot Table