

**Format Values in PivotTable Report** (Worksheet: MonthWiseSales.xlsx)

By default, PivotTable uses **General Format** for numbers. However, you can change format to make your PivotTable more appealing. Number formatting can be done at field level that means you can have different formats for different fields.

**Method 1**

Place cursor on any **value field** and **right-click**, from pop up options select **Number Format**. A **Format Cell** dialogue box opens. From the **Category** list click the Format Type (like **Number / Currency / Percentage**) and click **OK**. You get desired format.

**Method 2**

Click the list arrow (down arrow) appearing on right corner of **Value Field** in Values box, popup menu appears, on that click **Value Field Settings**, Value Field Settings dialogue box appears on screen.

Then click **Number Format**, Format Cells dialogue box will open.

From the **Category** list click the Format Type (**Number / Currency / Percentage**) and click **OK**. Once again click **OK**.

You can see changed format.