Hiding and Showing Summary Values (Worksheet: RetailStoreProducts.xlsx)

At times you may wish to hide some of summary values to get a focused view of PivotTable report. Without recreating PivotTable you can **hide** or **show** summary values. To do this you need to simply click the **list arrow shown on right side** of **Row / Column headings** and **select / unselect fields** by clicking in Check Boxes.

Example: Create a PivotTable using RetailStoreProducts.xlsx by dragging **Category** and **Products** to **Row Labels**, **Quarter** to **Column Labels** and **Sales** to Values. View the PivotTable. It displays category wise product sales for all the four quarters. Don't it appear little clumsy.

You may wish to view one category at a time. To get that, click **list arrow** shown on right side of the **Row Labels**, unselect **All**, and select **Beverages** and click OK. Now PivotTable displays only Sales figures of Beverages for four quarters.

Further, you may wish to view beverages sales only for quarter 1. To get this, click **list arrow** shown on right side of the **Column Labels**, unselect **All**, and select **Qtr1** and click OK. PivotTable displays Sales figure of Beverages for Quarter 1.

To show all fields, Select **All** by clicking list arrow and click OK.