

### Updating PivotTable to include new rows / records with Change Data Source (Worksheet: PayrollSmallData.xlsx)

When new records are added to the end of source data sheet, the PivotTable don't include them, because they fall outside original source data table or range. To make these changes appear you need to use **Change Data Source** option.

Create a PivotTable using **PayrollSmallData.xlsx** by placing cursor anywhere on the source data, from Menu bar click **Insert** tab, then click **PivotTable** (PivotTable dialogue box opens), check whether source data is properly selected, choose **New Worksheet** for PivotTable report, and click **OK**. A Skelton PivotTable appears on screen. Now drag **City** to **Row Labels**, **Sex** to **Column Labels**, and **City** to **Values** (you will get the count of Female and Male employees) and observe the values (Female 15, Male 8).

Now move to data sheet and add two new records at the end of the table range.

Come back to PivotTable and observe, it still displays old values only. Your changes were not updated. To make this happen click anywhere in the PivotTable, then click **Options** Tab, **Change Data Source** button appears in **Data** Ribbon, click it, **Change PivotTable Data Source** dialogue box appears on the screen, in that edit the Table / Range, so that new records are included, click **OK**.

Now you can see the updated PivotTable with revised source data.