

PivotTable Design (Worksheet: RetailStoreProducts.xlsx)

To make your PivotTable appear more attractive and vibrant you should use PivotTable Tools – Design option. PivotTable Design Option has three ribbons PivotTable Styles, PivotTable Style Options, and Layout.

From RetailStoreProducts excel workbook create a PivotTable. First place cursor in any of the cells where source data is presented, click Insert tab on Menu bar, click PivotTable, Create PivotTable dialogue box appears on screen. Select data and click OK. Now drag Category to Row Labels, Product to Row Labels, Sales to Values, and Qtr to Column Labels.

Click Design tab on Menu bar, on PivotTable Styles click more options list arrow (down arrow).

PivotTable built-in Styles are grouped into three categories (light, medium, and dark). You can choose any style to make your PivotTable eye-catching. To apply a style on your PivotTable hover cursor on any style and observe the PivotTable, it shows how your Pivot Report is going to appear, once you are convinced with style click to select. The style is applied to your PivotTable. In addition to this you can also apply Banded Rows / Banded Columns from PivotTable Styles Options.