

**How to Create PivotTable Value Filters** (Workbook: BestBusinessSchoolsRanking.xlsx)

**Value Filters** enable you to filter value field data. With the help of **Value Filters** you can slice data in accordance to your requirements. BestBusinessSchoolsRanking.xlsx worksheet provides you data like School, Location, State, Pre-MBA Salary, Post-MBA Salary, GMAT Score, Tuition details of top 62 best business schools in USA. By using Value Filters you can easily find out schools that match your budget, rank or salary expectations.

First create a PivotTable 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 **School** to **Row Labels**, and **Tuition** to **Values**. PivotTable is filled with data.

**You want to find out schools that match your tuition budget which is between 75K and 90K. Also find out schools that accept GMAT Score above 720. Use the Value Filters options to get this information.**

To create a Value filter, click the down arrow on **Row Labels** (popup menu appears on screen), now click **Value Filters**, different Value Filters (Equal, Does Not Equal, Greater than, Less than etc.) appears on screen.

As you want to know the schools with tuition fee between 75K and 90K, click **Between** button, **Value Filter (School)** dialogue box appears on screen. In the input boxes adjacent to **Is Between** enter **75K and 90K**, and click **OK**. PivotTable displays Schools with tuition between 75K and 90K

Similarly to get list of schools that accept GMAT Score above 720 continue same procedure as above till you get Value Filter dialogue box, select **Greater than** and in input box enter value **720** and click **OK**. PivotTable displays list of Schools with GMAT Score greater than 720