PivotTable Design Layout (Workbook: MonthWiseSales.xlsx)

The **PivotTable Design Layout** option allows you to show and hide **Subtotals**, **Grand Totals**, and design your **Pivot Report Layout**.

To show or hide subtotals click **Subtotals** button, you can see three options to present Subtotals (Do Not Show Subtotals, Show All Subtotals at Bottom of Group, Show all Subtotals at Top of Group)

Drag customer to Row Labels, Month to Row Labels, and Sales Amount to Values. Now, to hide all subtotals (both rows and columns) select Do Not Show Subtotals. To show Subtotals at the end of each item or field click Show All Subtotals at Bottom of the Group. And to show Subtotals on the top of the field or item click Show all Subtotals at Top of Group.

Grand Totals ribbon button allows you to show or hide Grand Totals of PivotTable. It has four options to choose (Off for Rows and Columns, On for Rows and Columns, On for Rows Only, and On for Columns Only). To hide or turnoff Grand Totals select Off for Rows and Columns.

To show Grand Totals on PivotTable click On for Rows and Columns. By default PivotTable depicts Grand Totals on both Rows and Columns.

To view Grand Totals on Row Fields click On for Rows Only. And to present Grand Totals on Column Fields click On for Columns Only.

Report layout has three forms i.e compact, outline, and tabular form to choose. Default report layout is Compact Form. However, you can change this to Outline or Tabular Form. Click on Outline Form and Tabular Form and observe how your PivotTable Report appears. Select your choice. If you have many items in your PivotTable Report it is suggested to use Outline Form.

To differentiate one item from the other you can insert Blank Row at the end of each item. To add a blank row click Blank Rows ribbon button and select Insert Blank Line After. To remove blank rows click on Remove Blank Line After Each Item.