How to Copy PivotTable (UsedCarsPriceList.xlsx)

After creating a PivotTable if you add new field to row labels / column labels / values, PivotTable report replaces old summary values with newer ones. You might intend to keep old values intact. In such case you need to create multiple copies of PivotTable by using copy paste option.

To copy or create a clone of the PivotTable, place cursor anywhere in the PivotTable, click PivotTable Tools – Options, and then click Select button, from the drop down menu click Entire PivotTable. A black border appears around PivotTable.

Next click the Home tab on menu bar and click Copy button (Keyboard shortcut Ctrl+C), click on the destination cell where you want to copy the PivotTable and click Paste button (Keyboard shortcut Ctrl+V). Your PivotTable is cloned. Now you have two different PivotTables created on same data source. You can create as many copies or clones as you wish. Each PivotTable report is independent.

If you don't wish to create a clone of the PivotTable, and just want to copy its values, then click the down arrow appearing on Paste button, and click Paste Special. You can see that only values are copied.