

PivotTable Page Fields Option (Worksheet: MonthWiseSales.xlsx)

Importance of Page Fields option. For example you have six months sales data. You made sales to different customers and now you want to know the total sales made to each customer on monthly basis. One way to get this report is to drag **Customers** into **Row Labels**, **Month** to **Column Labels**, and **Sales Amount** to Values. You will get the Pivot report. However, this report appears cumbersome.

To have a sleek report, you are advised to use Page Fields. Instead of dragging Month field to Columns Labels, drag it to **Page Fields / Report Filter**. You will get the SumofSales for six months period. To view Sales for a particular month (Jun) / months (Jun, Jul) click the down arrow icon in Page Fields / Report Filter and select your choice month (Jun) / months (Jun, Jul). PivotTable will display SumofSales only of those months.

The “Page” option in the layout screen lets you look at one item at a time. You can really use this feature as a filter.