Creating PivotTable Label Filters (Workbook: AustralianAirlinesArrivals.xlsx)

Label filters allow you to filter **Row or Column** text fields. By using Label filters you can narrow down your analysis. The AustralianAirlinesArrivals.xlsx workbook contains Arrival, Departure, Cancelled, Delayed flights data of seven airline companies and 7,435 routes for a period of 20 months of different airports in Australia. Use this workbook to create Label Filters.

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 **Arriving Port** to **Row Labels, Airline** to **Column Labels,** and **Sectors Flown, Arrivals on Time** to **Values**.

You want to know **Sectors Flown** and **On Time Arrivals** of **Qantas** Airlines at airport names starting with A to N. To get this information you need to use Label Filters. To create a label filter, click the down arrow on **Row Labels** (popup menu appears on screen), now click **Label Filters**, different Label Filters (Equal, Does Not Equal, Begins with etc.) appears on screen.

As you want to focus on airport names starting with A to N, click **Between** button, **Label Filter (Arriving Port)** dialogue box appears on screen.

In the boxes next to is between enter A and N, then click **OK**. PivotTable is created with airport names starting with A to N, but for all Airlines. As you need only for Qantas Airlines, you need add one more Filter for Column Labels.

Click down arrow on **Column Labels** (popup menu appears on screen), Uncheck Select All and Check Quantas and click OK.

PivotTable displays **On Time Arrivals** of **Qantas** Airlines at airport names starting with A to N.

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