

How to Filter PivotTable Data Manually (Workbook: AustralianAirlinesArrivals.xlsx)

PivotTable Filters allow you to perform micro level analysis of your data. You can get in-depth insights by using Filters. 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. Using this data, you can explore the power of PivotTable Filters.

Initially, you want to know number of **On Time Departures** from different Airports for 20 months. To get this information, place 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 **Departing Port** to **Row Labels**, **Month** to **Column Labels**, and **Departures on Time** to **Values**. The PivotTable is ready, but it's very difficult to interpret the results. You intend to have more detailed information, may be for a particular airport and specific months. In such case, PivotTable Filters are very handy.

You want to compare **On Time Departures** of **Adelaide** for **Jan-14** and **Jan-15**. By using Filters you can get this information.

To create Filters manually, first click on down arrow appearing on right corner of **Row Labels**, Filter options dialogue box appears on screen, from check boxes, first **un check Select All** option, and then **Check Adelaide**, click **OK**. PivotTable now reports only Adelaide, but for 20 months.

Next, use **Column Labels Filter** to get details of Jan-14 and Jan-15. To do this, click the down arrow appearing on right side of **Column Labels**, Filter options dialogue box appears on screen, from check boxes, First **un check Select All** option, and then **Check Jan-14** and **Jan-15** (multiple selections are allowed). Now PivotTable displays details only of Adelaide for Jan-14 and Jan-15.

Note: To remove all filtering at once, click anywhere in the PivotTable, and then click **Clear > Clear Filters**.