

### Updating PivotTable using Refresh Option (Worksheet: PayrollSmallData.xlsx)

By default, PivotTable do not update as data changes in source data sheet. If you want to make sure the PivotTable displays latest data from source data sheet, you need to manually update the PivotTable.

Create a PivotTable using **PayrollSmallData.xlsx** 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 **City** to **Row Labels**, **Sex** to **Column Labels**, and **City** to **Values** (you will get the count of Female and Male employees) and observe the values (Female 15, Male 8).

Now go back to data table and make few changes to source data, come back and observe the PivotTable report it displays old values only. Changes you made in data sheet don't reflect in the PivotTable report.

To make these changes appear in PivotTable, you need to **refresh** the PivotTable. Click the **Refresh** button on the PivotTable **Options** Tab, after doing this you can view the revised values.

**Note:** New data added to the bottom of the list will not be included in the PivotTable. To include new rows added in data sheet, you need to use **Change Data Source** option.