

Options Available in Show Values As (Worksheet: SalesData.xlsx)

The PivotTable Value Field Settings **Show Values As** function allows you to find out the following relationships on source data. **Difference From, % Of, % Difference From, Running Total In, % of Row, % of Column, % of Total, and Index.**

To explore these options, create a PivotTable on **SalesData.xlsx** workbook. Click **Insert Tab** on menu bar, then click **PivotTable**, create PivotTable dialogue box appears on the screen. Check whether the data table / range is properly selected, opt of new worksheet, and click OK.

A skeleton pivot table appears on the screen. **Drag Sales_Rep_Name to Row Labels, Year to Column Labels, and Value to Values** box. PivotTable showing three years sales data of three Sales Representatives is created.

Now, to compare the performance of sales representatives from base period (year 2011) to other years in absolute value, click **down arrow** shown on **Sum of Value** in **Values** box, from pop up window, click **Value Field Settings**, Value Field Settings dialogue box appears on the screen, click **Show Values As** tab, click the **list arrow** (down arrow) appearing right side of the box, from the drop down list, click on **Difference From**, in **Base Field** click Year, and in **Base Item** click 2011. PivotTable showing Sum of Values Difference From 2011 is created.