

Displaying Pages on Separate Worksheets (Worksheet: MonthWiseSales.xlsx)

Page Fields / Report Filter option lets you look at one item at a time. Another advantage of Page Fields / Report Filter is, without any additional effort you can print / save all items in separate sheets.

MonthWiseSales.xlsx furnishes sales made to different customers for six months. Using this data you want to print six different monthly sales reports. You can do this in one go with the help of Page Fields /Report Filter (**Options – Show Report Filter Pages**).

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 **Customer** to **Row Labels**, **Sales Amount** to **Values** and **Month** to **Report Filter**. PivotTable displays SumofSales for all the six months.

To create Monthly sales reports on separate worksheets first, click the **down arrow** on **Page Field Row** and select “**All / Multiple Selection**” click **OK**, next place cursor on any cell inside the PivotTable, click down arrow shown on right side of **Options** button, you will get a drop down list, from that click **Show Report Filter Pages**

Show Report Filter Pages dialogue box appears on the screen. From **Show all Report Filter Pages** of select the **Month**, and click **OK**.

Notice that new worksheets have been inserted into the workbook (Jun, Jul, Aug, Sep, Oct, Nov).