

Activating Classic PivotTable Layout (Worksheet: Employees.xlsx)

Classic PivotTable Layout is an interactive method to create PivotTable Report. It enables you to drag and drop fields directly into the PivotTable. Changes can be seen instantly.

When you attempt to create PivotTable report, a skeleton PivotTable appears on screen. Manually you need to activate the **Classic PivotTable Layout**.

On Menu bar click **Insert** tab and then click **PivotTable** button. **Create PivotTable** dialogue box appears on the screen. Make sure that the data is correctly selected and click **OK**.

On getting the Skelton PivotTable click on the **Options** button, **PivotTable Options** dialogue box appears on the screen

Then Click **Display** Tab

In Display options **Check** / Select **Classic PivotTable Layout**

Next, Click **OK**

Classic PivotTable Layout is activated.

Now drag and drop fields directly into the Classic PivotTable Layout. Drag **Gender** into **Drop Row Fields Here**, Drag **Department** into **Drop Column Fields Here** and, to know the count or number of employees in each department, once again drag **Gender** into **Drop Data Items Here**.

You can see the classification of employees on the basis of gender and department.