

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).