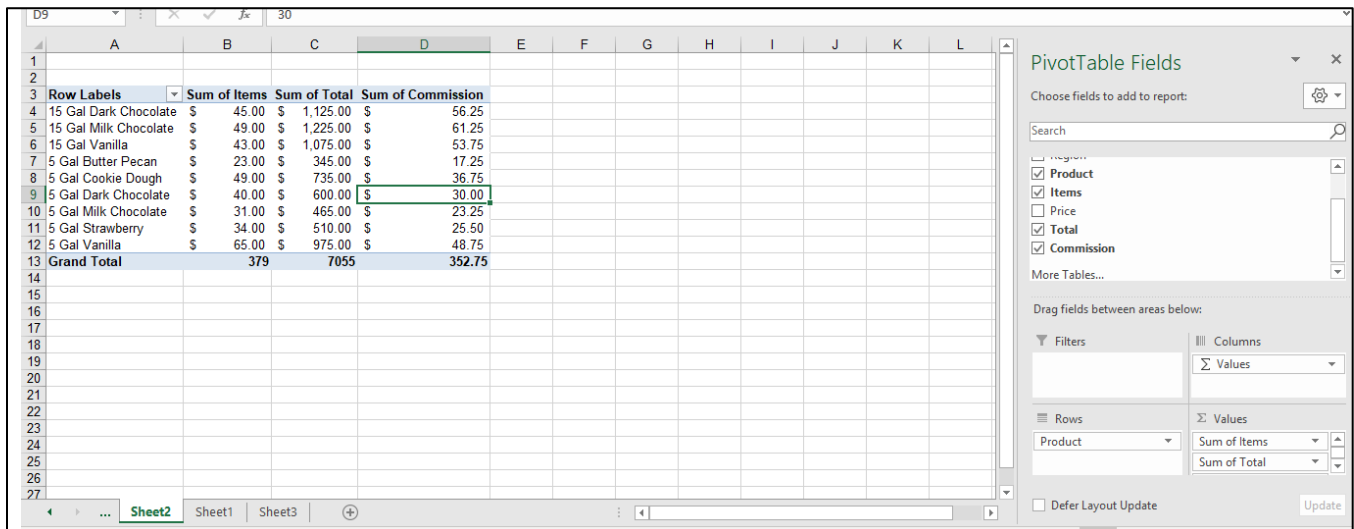
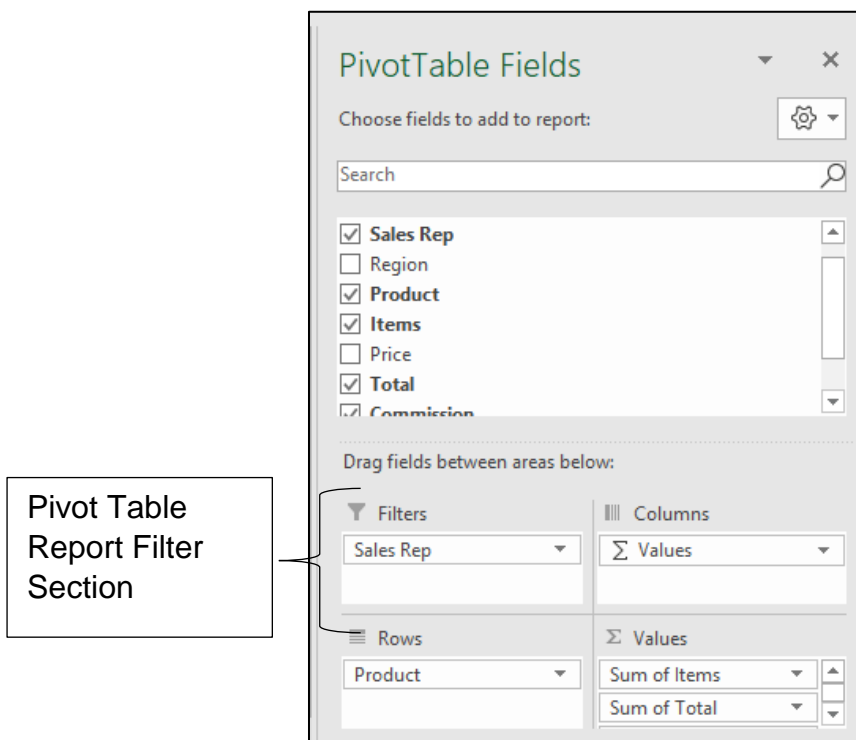


How to Create Pivot Table Report Pages

- 1 Create a Pivot Table** using either the Insert Pivot Table or the Recommended Pivot table features.



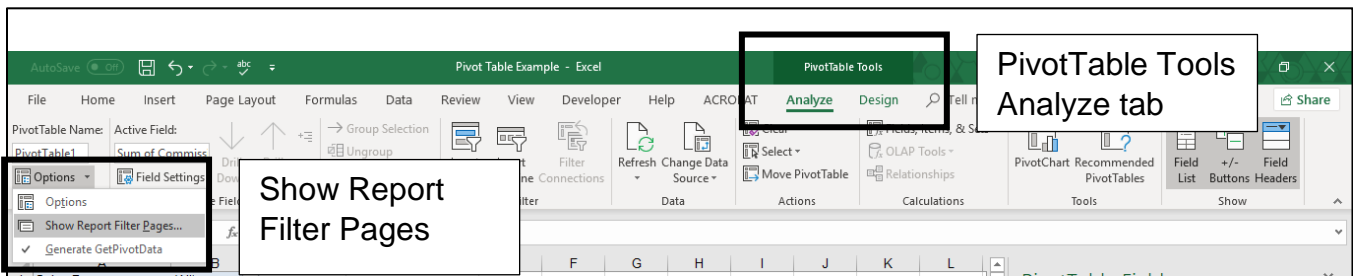
- 2 Drag a category field** to the Pivot Table Report **Filter Section**.



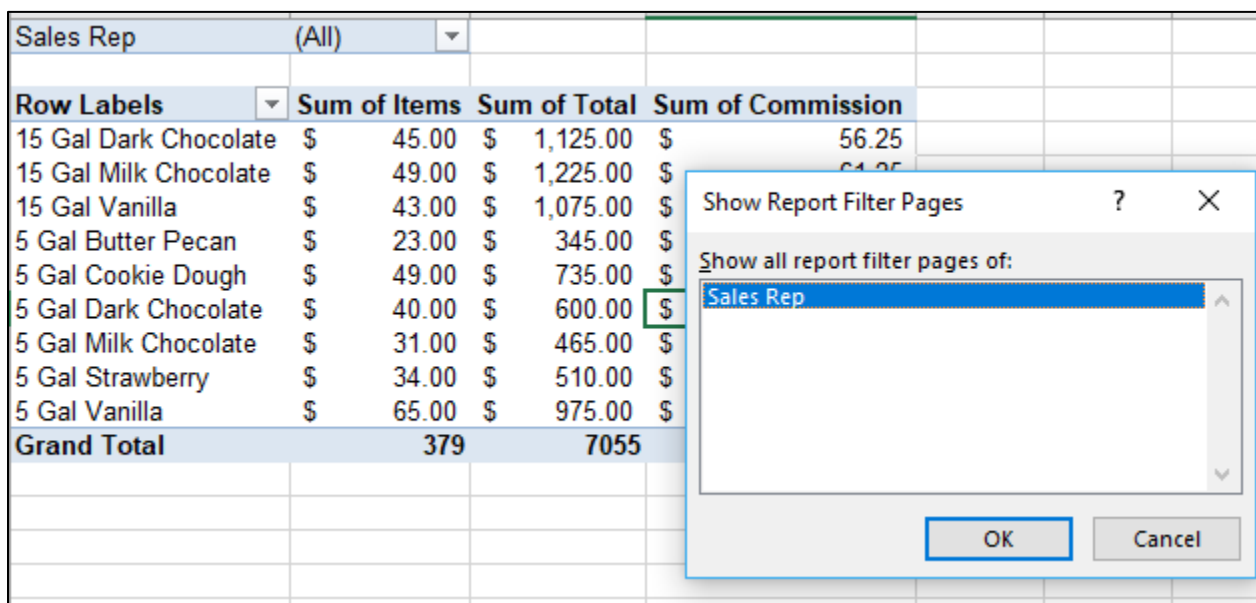
Note: A Report filter appears above the Pivot table data.

Row Labels	Sum of Items	Sum of Total	Sum of Commission
15 Gal Dark Chocolate	\$ 45.00	\$ 1,125.00	\$ 56.25
15 Gal Milk Chocolate	\$ 49.00	\$ 1,225.00	\$ 61.25
15 Gal Vanilla	\$ 43.00	\$ 1,075.00	\$ 53.75
5 Gal Butter Pecan	\$ 23.00	\$ 345.00	\$ 17.25
5 Gal Cookie Dough	\$ 49.00	\$ 735.00	\$ 36.75
5 Gal Dark Chocolate	\$ 40.00	\$ 600.00	\$ 30.00
5 Gal Milk Chocolate	\$ 31.00	\$ 465.00	\$ 23.25
5 Gal Strawberry	\$ 34.00	\$ 510.00	\$ 25.50
5 Gal Vanilla	\$ 65.00	\$ 975.00	\$ 48.75
Grand Total	379	7055	352.75

3 Choose the **Analyze** tab from the **Pivot Table Tools**. From the Options drop down menu, select **Show Report Filter Pages**.



4 Click **Ok**.



Result: A new worksheet for each Pivot Table in the filter category will be created.

Sales Rep					
A	B	C	D	E	F
1	Sales Rep	Green, Patrice			
2					
3	Row Labels	Sum of Items	Sum of Total	Sum of Commission	
4	5 Gal Butter Pecan	\$ 1.00	\$ 15.00	\$ 0.75	
5	5 Gal Cookie Dough	\$ 5.00	\$ 75.00	\$ 3.75	
6	5 Gal Dark Chocolate	\$ 17.00	\$ 255.00	\$ 12.75	
7	5 Gal Milk Chocolate	\$ 13.00	\$ 195.00	\$ 9.75	
8	5 Gal Strawberry	\$ 8.00	\$ 120.00	\$ 6.00	
9	5 Gal Vanilla	\$ 19.00	\$ 285.00	\$ 14.25	
10	Grand Total	63	945	47.25	
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26					
27					

Green, Patrice | Jones, George | May, Carl | Poole ...