How to Create Pivot Table Report Pages

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Create a Pivot Table using either the Insert Pivot Table or the Recommended Pivot table

features.



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

	PivotTable Fields Choose fields to add to report:	▼ × ⊗ ▼
	Search	<u>م</u>
	 ✓ Sales Rep Region ✓ Product ✓ Items Price ✓ Total ✓ Commission 	▲ ▼ V:
Pivot Table	Filters	III Columns
Report Filter	Sales Rep 💌	∑ Values
	Rows	Σ Values
	Product -	Sum of Items Sum of Total

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

Sales Rep	(All)	•	F	Report Filter			
Row Labels 🔻	Sum	of Items	Su	m 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	



Choose the Analyze tab from the Pivot Table Tools. From the Options drop down menu,

select Show Report Filter Pages.



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Click Ok.

Sales Rep	(All)								
Row Labels	Sum	of Items	Sun	n of Total	Su	m of Commission			
15 Gal Dark Chocolate	\$	45.00	\$	1,125.00	\$	56.25			
15 Gal Milk Chocolate	\$	49.00	\$	1,225.00	\$	20.40			
15 Gal Vanilla	\$	43.00	\$	1,075.00	\$	Show Report Filter P	ages	?	×
5 Gal Butter Pecan	\$	23.00	\$	345.00	\$	Channell and a filler			
5 Gal Cookie Dough	\$	49.00	\$	735.00	\$	Show all report filter	pages of:		
5 Gal Dark Chocolate	\$	40.00	\$	600.00	\$	Sales Rep			^
5 Gal Milk Chocolate	\$	31.00	\$	465.00	\$				
5 Gal Strawberry	\$	34.00	\$	510.00	\$				
5 Gal Vanilla	\$	65.00	\$	975.00	\$				
Grand Total		379		7055					
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							OK	Car	ncel

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

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1	Sales Rep	Green, Patri	ce 🖵							
2		T								
3	Row Labels	Sum of Iter	ns	Sum	of Total	Sum of C	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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	Cruz, Willy		Green, Patrice			Jones, George May, Carl			. 🕂 :	