

About PivotTable lists

A PivotTable list is an interactive table that you can use to analyze data dynamically from within your Web browser. You can use a PivotTable list to view and organize data from lists or databases, look for information or details, and create personalized summaries and reports.

A PivotTable list can present existing data from a source elsewhere on your network. The person who creates the PivotTable list determines which source data to use; that is, the designer decides what source database to use and what subset of that data to make available. That subset determines what you, the viewer, can summarize. For example, if you want to summarize product sales and inventory levels, the source data would need to provide the sales figures and the inventory counts for your products. You can't type new values in the list's calculated cells or redefine the source data that the list displays, but you can change the way the data is displayed and organized. Also, you can refresh the PivotTable list so that it reflects any changes in the source data.

The designer of a PivotTable list can include an associated chart that displays the same data graphically. If the Web page you're viewing has such a chart, when you refresh or make certain changes to the PivotTable list, you'll see the changes reflected in the chart. Similarly, certain changes you make to the chart are reflected in the PivotTable list.

- ▶ [Analyzing data](#)
- ▶ [Summarizing data](#)
- ▶ [About source data](#)
- ▶ [Saving changes](#)
- ▶ [Working with other programs](#)
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About working with PivotTable lists in different browsers

To work with interactive PivotTable lists, you must have the Microsoft Office Web Components installed, an appropriate Microsoft Office 2003 license, and Microsoft Internet Explorer 5.01 with Service Pack 2 (SP2) or later. If you don't have an Office 2003 license, you can install the components and view them on a Web page, but you cannot interact with them.

Following are the levels of browser support available if you have the Office Web Components installed and an Office 2003 license.

- ▶ Microsoft Internet Explorer 5.01 with Service Pack 2 (SP2) or later
- ▶ Other browsers

About Microsoft Office Web Components

Microsoft Office Web Components is a set of ActiveX controls installed with Microsoft Office 2003. With Office Web Components installed on your computer, you can interactively use a spreadsheet, a PivotTable list, and a chart on a Web page in Microsoft Internet Explorer 5.01 with Service Pack 2 (SP2) or later.

If Office Web Components is not installed on your computer but you have an Office 2003 site license that permits intranet distribution, you can configure the components so that users will be prompted to download Office Web Components from your corporate intranet. This allows users at your site to use a data access page without having Office 2003 software installed on their computers.

For information about how to configure Office Web Components, see the *Microsoft Office 2003 Resource Kit*.

About View-only mode for Office Web Components

If you do not have a Microsoft Office 2003 software license installed on your computer or accessed via a Microsoft Office 2003 application, you can view a Microsoft Office Web Component— a Spreadsheet Component, Chart Component, or PivotTable Component— on a Web page, but you cannot interact with it.

To be able to interact with and use full functionality of the component you are viewing, you must install Microsoft Office 2003 or have access to an Office 2003 license. If you are in a corporate or group environment, check with your network administrator for assistance.

When you are in View-only mode, you can:

View data.

Print.

Select and scroll.

Use hyperlinks.

Resize a component.

Select sheets in the Spreadsheet Component.

Expand or collapse members in a PivotTable list.

Refresh data in a PivotTable list.

Use the **About**, **Help**, and **Refresh** commands. Help topics that deal with interactivity (such as formatting cells, dragging fields, sorting, filtering, and so on) do not apply.

All commands except **About**, **Help**, and **Refresh** are unavailable in View-only mode.

About designing PivotTable lists

Some of the content in this topic may not be applicable to some languages.

When you view and interact with a PivotTable list in your Web browser, you are working with a control that was created in another program called a design program. In a design program, you can select the source data that you want a PivotTable list to display, add the PivotTable list to a Web page you're designing, and publish the Web page on a Web server. Help about designing a PivotTable list is available from within the design program.

- ▶ [Designing your own PivotTable list](#)
- ▶ [Getting design help](#)
- ▶ [Writing scripts and programs for PivotTable lists](#)

About accessing a data source on a different domain

When a PivotTable list attempts to access data on another domain, it might fail due to one of the following reasons:

The site being accessed by the control is not included in the list of trusted sites.

In Internet Explorer, on the **Security Settings** dialog box, under **Miscellaneous**, **Access data sources across domains** is either set to **Disable**, or set to **Prompt** and when prompted, you clicked **Cancel**.

To enable access across domains, do the following:

- ▶ [Enable prompting](#)
- ▶ [Add the site to the list of trusted sites](#)

Save changes to a PivotTable list

If you're using Microsoft Internet Explorer 5.01 with Service Pack 2 (SP2) or later, changes that you make to the PivotTable list are retained during the browser session, even when you return to the PivotTable list after viewing other Web pages. However, if you reopen the Web page— for example, by clicking the Internet Explorer address bar and pressing ENTER— your changes will be lost.

To make changes to a PivotTable list and save your changes in a file, open the PivotTable list in a design program such as Microsoft FrontPage or Microsoft Access.

You can also export the PivotTable list to a Microsoft Excel PivotTable report, and then save the Excel report. For more information, see Excel Help.

Undo changes to a PivotTable list

To restore the PivotTable list to the state it was in when you first viewed it in Microsoft Internet Explorer, close Internet Explorer and then start Internet Explorer again.

Note You cannot undo individual changes to a PivotTable list.

Print a PivotTable list

On the Microsoft Internet Explorer **File** menu, click **Print**.

Notes

If the PivotTable list is wider or longer than the printed page, the areas that don't fit on the page are not printed.

The Web browser prints only the parts of the PivotTable list that are not hidden and that you have scrolled to during the browser session. For example, if you display only higher levels of detail or if you hide detail data, the hidden detail data is not printed. And if you scrolled from the beginning to the end of the data in the PivotTable list, the entire list is printed.

For more control over how the data is printed, including the ability to print a long list and set page breaks, you can export the PivotTable list to Microsoft Excel. For information about printing from Excel, see Excel Help.

Elements of a PivotTable list

Region	Year	Quarters	GrandTotal	
East	1996	1997		
Product	Sold By	Sum of Sales	Sum of Sales	
Dairy	Davolio	30,384	17,455	48,439
	Dodsworth	8,089	9,475	17,564
	Suyama	4,046	20,349	24,395
	Total	43,119	47,879	30,998
Meat	Davolio	6,350	5,425	11,450
	Dodsworth		5,385	5,385
	Suyama	6,025	3,338	10,288
	Total	12,375	14,748	27,123
GrandTotal		55,494	62,627	118,121

- 1 Filter field
- 2 Row fields
- 3 Column field
- 4 Field drop-down arrow
- 5 Data field
- 6 Expand Indicator
- ▶ Fields
- ▶ Item
- ▶ Row field
- ▶ Column field
- ▶ Filter field
- ▶ Data field
- ▶ Data area
- ▶ Detail field
- ▶ Detail area
- ▶ Field drop-down arrow

Select a PivotTable list or its elements

- ▶ Select the entire PivotTable list
- ▶ Select one or more data cells
- ▶ Select a row, column, or filter field
- ▶ Select a detail field
- ▶ Select a total field
- ▶ Select one or more items
- ▶ Select a subtotal or grand total
- ▶ Select the title bar or a drop area
- ▶ Select a custom property of a row or column field


About viewing a chart based on a PivotTable list

The designer of the Web page you have open might have created a chart that displays information from the PivotTable list graphically. This topic provides information about how the chart works and what happens to the chart when you make changes to the PivotTable list.

- ▶ [Automatic update](#)
- ▶ [Examples of charts that are based on PivotTable lists](#)


Change title, captions, and labels

You can change the title of the PivotTable list, the field names, the names of items within fields, and names of total fields. The changes you make don't affect the source data.

1. Click **Commands and Options**  on the PivotTable list [toolbar](#).
2. Do one or more of the following:
 - ▶ Change the title bar text or the caption of a drop area
 - ▶ Change the caption of a field, fieldset, or custom group field
 - ▶ Change the caption of an item property
 - ▶ Change the caption of an item or custom group

Note If you don't want a caption for the selected item, clear the **Caption** text box.

View information about a field or item

1. Do one of the following:
 - For information about a field, click the label of the field.
 - For information about an item of data in a field, click the item.
2. On the [toolbar](#) in the PivotTable list, click **Commands and Options** , and then click the **Captions** tab.

About exporting a PivotTable list to Excel or other applications

If you are familiar with Microsoft Excel PivotTable reports and want to work with the data in Excel, there are several ways to accomplish this. However, if you open a Web page that contains a PivotTable list directly in Excel, you will not be able to view or modify the PivotTable list.

- ▶ [Exporting to an interactive Excel PivotTable report](#)
- ▶ [Copying data to another program for noninteractive use](#)

About getting help

In the browser, Help is available for users from within a PivotTable list. This run-time Help explains how to use the features and capabilities of PivotTable lists in the browser.

For users who have Microsoft Internet Explorer 5.01 with Service Pack 2 (SP2) or later, and the Microsoft Office Web Components, Help specific to PivotTable lists is automatically available. The run-time Help is separate from the Help available from the browser's **Help** menu.

The PivotTable list Help topics provide general information for all users about using PivotTable lists in the browser. Other Microsoft Office Web Components, such as the Spreadsheet Component, also have their own separate Help available in the browser.

To see what Help is provided in the browser, create a PivotTable list on a Web page, open the Web page in Internet Explorer, click the PivotTable list, and then click **Help** on the toolbar in the PivotTable list. In the Help window, you can view a table of contents and search the topic text. The Office Assistant is not available in the browser to answer questions.

Users who do not have the Office Web Components and Internet Explorer 5.01 with Service Pack 2 (SP2) or later do not have access to run-time Help.

Keyboard shortcuts in PivotTable lists

- ▶ Keys for activating, moving around in, and deactivating a PivotTable list
- ▶ Keys for selecting the elements of a PivotTable list
- ▶ Keys for carrying out commands
- ▶ Keys for displaying, hiding, filtering, and sorting data
- ▶ Keys for adding fields and totals, and changing the layout of a PivotTable list
- ▶ Keys for formatting a PivotTable list
- ▶ Keys for following hyperlinks
- ▶ Keys for adding, editing, or deleting data
- ▶ Keys for working with Help


About the toolbar, field list, and **Commands and Options** dialog box

- ▶ The PivotTable list toolbar
- ▶ The PivotTable list field list
- ▶ The **Commands and Options** dialog box

Show or hide the toolbar of the PivotTable list


1. Right-click the PivotTable list, and then click **Commands and Options**.
2. Click the **Behavior** tab.
3. Select or clear the **Toolbar** check box.

Show or hide the title bar of the PivotTable list

1. On the PivotTable list [toolbar](#), click **Commands and Options** , and then click the **Behavior** tab.
2. Select or clear the **Title bar** check box.


Note To display the title bar, you must first add data to the PivotTable list.

Show or hide the field list of the PivotTable list

If the PivotTable list [toolbar](#) is displayed, click **Field List**  on the toolbar. Otherwise, right-click the PivotTable list, and then click **Field List** on the shortcut menu.

Show or hide the Commands and Options dialog box

Do one of the following:


If the PivotTable list [toolbar](#) is displayed, click **Commands and Options**  on the toolbar.

If the toolbar is hidden, right-click the PivotTable list, and then click **Commands and Options**.

Note If you leave the **Commands and Options** dialog box displayed while you select different parts of the PivotTable list or other Microsoft Office Web Components, the available sections and their contents change to reflect your current selection. If you select a part of the Web page other than an Office Web Component, the dialog box will be hidden.

Show or hide drop areas

When the drop areas are hidden and the PivotTable list does not have a field in the row, column, data, or filter area, you can't drag fields to these areas.

1. On the [toolbar](#) in the PivotTable list, click **Commands and Options** , and then click the **Behavior** tab.
2. Select or clear the **Drop areas** check box.

Note You will not see the drop areas if the PivotTable list is not bound to a data source.

About adding and removing fields

Depending on how the person who created a PivotTable list has set up the data, you might be able to display additional data or remove data that you don't want to view or summarize.

The designer of the PivotTable list determines the database to get the data from and the subset of that data to make available as the source data for the PivotTable list. From this source data, the designer selects the fields that are initially displayed in the PivotTable list and determines how the data is summarized.

You can't change which source data is available, but if fields are available in the source data that are not currently displayed in the PivotTable list, you can add these fields to display additional data.

For example, if the PivotTable list summarizes sales revenue, and the source data also includes the quantity sold of each product, you could add the Quantity field as a data field to summarize both revenue and quantity of products sold. If the PivotTable list summarizes products by type and salesperson, and a Region field is available, you could add that field to view sales by region. If you add the Region field as a filter field, you can filter the entire PivotTable list to display only data that applies to the regions you select.

- ▶ [Viewing the fields available to the PivotTable list](#)
- ▶ [Adding fields to the detail area](#)
- ▶ [Adding fields to the row or column area](#)
- ▶ [Adding fields to the data area](#)
- ▶ [Adding fields to the filter area](#)
- ▶ [Adding total fields](#)
- ▶ [Removing fields](#)
- ▶ [Moving fields](#)
- ▶ [Impact of adding and removing fields on filtering](#)
- ▶ [Viewing information about fields](#)

▶ Restrictions on adding and removing fields

Add or remove a field

- ▶ Add a field
- ▶ Remove a field

About changing the layout of a PivotTable list

You can change how the data in a PivotTable list is summarized by changing its layout. By using a different layout, you can calculate and compare summarized values for different elements of your data, or you can display summaries for a subset of the data.

- ▶ Using the drop areas
- ▶ Moving fields to the row and column areas
- ▶ Moving fields to the detail area
- ▶ Moving fields to the data area
- ▶ Moving fields to the filter area
- ▶ Moving row or column fields to a higher or lower level
- ▶ Adding and removing fields

Move a field or column

1. Display the drop areas for the PivotTable list.
 - ▶ How?
2. Do one or more of the following:
 - ▶ Move a field to the row or column area
 - ▶ Move a field to the detail area
 - ▶ Move a field to the data area
 - ▶ Move a field to the filter area
 - ▶ Move a row or column field to a higher or lower level (Change the column order of fields)

Set the size of a PivotTable list and its elements


- ▶ Automatically resize the control on a Web page to fit its contents
- ▶ Change the width of a column in the row, column, detail, or data area

About displaying totals in a PivotTable list

PivotTable lists use two different types of totals to display summarized values. The first type, a total field, provides the summarized values for the PivotTable list. When your PivotTable list contains a total field, you can also display the second type— subtotals and grand totals— for the row and column fields.

- ▶ [Total fields](#)
- ▶ [Subtotals and grand totals](#)


Summary functions available in a PivotTable list

The following table lists the summary functions provided by the **AutoCalc**  command that you use to create total fields.

Function	Description
Sum	Calculates the sum of the values.
Count	Tallies the number of values. Empty values, such as zero-length strings (strings that contain no characters), are included in the count, but null values (values that indicate missing or unknown data) are not included.
Min	Returns the smallest value in the field being summarized.
Max	Returns the largest value in the field being summarized.
Average	Returns the average of the values in the field being summarized.
Standard Deviation	Returns the standard deviation of the values in the field being summarized, assuming the values are a sample of a larger population.
Standard Deviation Population	Returns the standard deviation of the values in the field being summarized, assuming the values are the entire population.
Variance	Returns the variance of the values in the field being summarized, assuming the values are a sample of a larger population.
Variance Population	Returns the variance of the values in the field being summarized, assuming the values are the entire population.

Note The summary functions available for a field depend on the type of data in the field. For example, if a field contains text, you cannot use **Sum**, **Min**, or **Max**, but you can use **Count** for that field.

Show or hide totals for a field

1. Click the row or column field for which you want to show or hide subtotals and grand totals.
2. To show totals, on the [toolbar](#) in the PivotTable list, click the **Subtotal** button  so that it is selected. To hide totals, click the button again.

Notes

Subtotals and grand totals are not displayed for fields in the detail area (the area where all of the individual records can be displayed).

When you choose to display them, subtotal and grand total values are displayed for every total field in the PivotTable list. You can't exclude individual total fields.


Subtotal and grand total calculations can include or exclude items of data that are hidden by filtering.

Customize a total field

- ▶ Change the orientation of total fields
- ▶ Show totals as percentages

Include or exclude hidden data when calculating totals

This procedure affects all subtotals and grand totals in the PivotTable list.


1. Click the [title bar](#) of the PivotTable list.
2. On the PivotTable list [toolbar](#), click **Commands and Options** , and then click the **Report** tab.
3. Under **Calculate totals based on**, do one of the following:
 - To include hidden data, select **All items (including hidden items)**.
 - To exclude hidden data, select **Visible items only**.

Notes

This setting affects data hidden by filtering row and column fields; data hidden by using filter fields is always excluded from totals.

When you choose to include hidden data, asterisks (*) appear next to the captions of subtotals and grand totals to note that the total values include hidden items as well as displayed items.

Edit a calculated field

1. Select the calculated field whose expression you want to edit.
2. On the PivotTable list [toolbar](#), click **Commands and Options** , and then click the **Calculation** tab.
3. Edit the expression, and then click **Change**.

The data values will be automatically recalculated using the new expression.

► [Tip](#)

About hyperlinks


A hyperlink is a pointer from one object to another. The destination is frequently another Web page, but it can also be a picture, an e-mail address, a file (such as a multimedia file or Microsoft Office document), or a program. The hyperlink itself can be displayed as text or as a picture.

You can use hyperlinks to do the following:

Navigate to a file or Web page on a network, intranet, or Internet


Send an e-mail message

Start a file transfer, such as a download or an FTP process


When you point to text or a picture that contains a hyperlink, the pointer becomes a hand , indicating that it is something you can click. When you click the hyperlink, the destination is displayed, opened, or run, depending on the type of destination. For example, a hyperlink to a sound file opens the file in a media player, and a hyperlink to a Web page displays the page in a Web browser.

- ▶ [Parts of a hyperlink address](#)
- ▶ [Showing data as hyperlinks](#)
- ▶ [Grouping on fields that contain hyperlinks](#)

Show data as hyperlinks

1. Click the row, column, or detail field that contains hyperlinks.
2. On the [toolbar](#) in the PivotTable list, click **Commands and Options** , and then click the **Format** tab.
3. Select the **Display as hyperlink** check box.

Show or hide ScreenTips

1. Click the [title bar](#).
2. On the [toolbar](#) in the PivotTable list, click **Commands and Options** , and then click the **Report** tab.
3. Select or clear the **ScreenTips** check box.


Note If you hide the ScreenTips, you won't see the item properties that are set to display as ScreenTips. Item properties set to display in the report will still be visible.

About displaying details and items



The levels of items and the amount of detail that are initially displayed in a PivotTable list are determined by the designer of the PivotTable list. You can change the PivotTable list to display any amount of detail that's available in the source data. You can display all of the available detail and item levels, only high-level summaries, or any level of detail in between, and you can display selected detail for items of data that you want to emphasize.

- ▶ [Displaying detail data](#)
- ▶ [Displaying lower-level items](#)

Show or hide expand indicators next to items



1. Click the [title bar](#) of the PivotTable list.
2. On the [toolbar](#) in the PivotTable list, click **Commands and Options** , and then click the **Behavior** tab.
3. Select or clear the **Expand indicator** check box.



Notes

This setting does not affect the  and  boxes that appear to the right of the items at the lowest level.

Items at the lowest level in a row or column area don't have expand indicators to their left.



Show or hide detail data for an item or field

1. Do one of the following:
 - To show or hide detail data for a cell, or an item at the lowest level, select the item or cell.
 - To show or hide detail data for a row or column field, select the row or column field.
2. Click **Show Details**  or **Hide Details**  on the PivotTable list [toolbar](#).

Note To show or hide lower-level items, select the row or column field or item, and then click **Expand**  or **Collapse**  on the toolbar.



Show or hide items

To show or hide the lower-level items of a specific item in the row or column axis, click the expand indicator (⊕ or ⊖ box) next to the item.


To show or hide the lower-level items for all items in a row or column field, click the field label, and then click **Expand**  or **Collapse**  on the PivotTable list [toolbar](#).

Notes


If the ⊕ or ⊖ box is not visible next to the item, select the **Expand indicator** check box on the **Behavior** tab of the **Commands and Options** dialog box. If after selecting the check box you don't see an expand indicator next to an item, the item might be at the lowest level available for the source data.

To show or hide details, select the item or field, and then click **Show details**  or **Hide details**  on the toolbar.

Show or hide items that have no data

1. Click the [title bar](#) of the PivotTable list.
2. On the [toolbar](#) in the PivotTable list, click **Commands and Options** , and then click the **Report** tab.
3. Select or clear the **Empty rows** and **Empty columns** check boxes.

Automatically show all detail data

1. Click the [title bar](#) of the PivotTable list.
2. On the PivotTable list [toolbar](#), click **Commands and Options** , and then click the **Behavior** tab.
3. Set **Expand details by default** to **Always**.


Notes

To hide detail data for all items, select **Never** in the **Expand details by default** list. If you set **Expand details by default** to **Automatic**, data from tabular sources will be expanded by default, but data from OLAP databases will be hidden.

To automatically show all items in a PivotTable list, on the **Behavior** tab, set **Expand items by default** to **Always**.

If detail data is not available, changing the **Expand details by default** setting has no effect.

Automatically show all items

1. Click the [title bar](#) of the PivotTable list.
2. On the PivotTable list [toolbar](#), click **Commands and Options** , and then click the **Behavior** tab.
3. Set **Expand items by default** to **Always**.

Notes

To hide all items, select **Never** in the **Expand items by default** list. If you set **Expand items by default** to **Automatic**, fields from tabular sources will be expanded by default, but fields from OLAP databases will be hidden.

To automatically show all details in a PivotTable list, on the **Behavior** tab, set **Expand details by default** to **Always**.

Add, edit, or delete data

If you can't add, edit, or delete data in a PivotTable list, it means one of the following:

The designer of the Web page has set properties to prevent you from adding, editing, or deleting data.

The field you are trying to edit is a read-only field, and does not support edits.

The underlying table does not have a primary key.

- ▶ [Add data](#)
- ▶ [Edit data](#)
- ▶ [Delete data](#)


Notes

When entering data for a field that has a number format applied to it, you need not type formatted data. When you leave the cell, the format will be automatically applied to the cell contents.

Only detail cells can be edited directly in the PivotTable list. To change a caption or the title, use the **Commands and Options** dialog box.

Show or hide item properties

You can show item properties of row and column fields either in the report or as ScreenTips.

1. Click the field whose custom properties you want to show or hide.
2. On the [toolbar](#) in the PivotTable list, click **Commands and Options** , and then click the **Item Properties** tab.
3. In the **Item properties** list, select the property for which you want to change settings.
4. In the **Display in** list, select one of the following:
 - **Report** To show the property caption and value next to the item names.
 - **ScreenTip** To show the property caption and value as part of each item's ScreenTip.
 - **All** To show the property caption and value in the report as well as in the ScreenTips.
 - **None** To hide the property caption and its value.
5. Repeat steps 3 and 4 for each custom property of the selected field.

Notes

If you choose to show the properties as ScreenTips, ensure that the **ScreenTips** check box on the **Report** tab in the **Commands and Options** dialog box is selected.

You can change the order in which the custom properties are displayed in the report or ScreenTip.

You can format the caption and value of a custom property. The format does not affect the property when displayed in a ScreenTip.

Non-OLAP data sources do not support custom properties.

About item properties

You can display additional information about items by displaying the custom properties of a row or column field. For example, if the database administrator has made available two custom properties, Manager and Phone Number, for the Store field, you can choose to display the property values for each item in the Store field, either in the PivotTable list or as ScreenTips. You cannot create custom properties in the browser.

The following illustration shows how the Employees report will look with the custom properties Education and Yearly Income displayed in the report.

Name ▾
Alice Cantrell
Education: Bachelors Degree
Yearly Income: \$70K - \$90K


The following illustration shows the Education property displayed in the report and the Yearly Income property displayed in the ScreenTip.

Name ▾
Alice Cantrell
Education: Bachelors Degree
Alice Cantrell (Name)
Yearly Income: \$70K - \$90K

You can also format the property captions and values, and specify the order in which the properties are displayed in the report or ScreenTip.

Non-OLAP data sources do not support custom properties.

Specify the display order of item properties

1. Click the field whose item properties you want to order.
2. On the [toolbar](#) in the PivotTable list, click **Commands and Options** , and then click the **Item Properties** tab.

The order in which the properties are listed in the **Item properties** box is the order in which the properties are displayed in the report or ScreenTips.

3. Select the property that you want to display at the top, and click **Up** until the property appears as the first item in the list.
4. Order the rest of the properties by clicking **Up** or **Down** .

Note If new properties are added after you order the list, the new properties will appear at the end of the list until you reorder them.


About formatting a PivotTable list to improve appearance or readability

- ▶ [Formatting elements](#)

- ▶ [Formatting an entire PivotTable list](#)

For more control over formatting, including more text alignment options, custom number formats, and print formatting options, export the PivotTable list to Microsoft Excel. In Excel, your PivotTable list becomes a PivotTable report that you can format, set up for print, and save in a workbook file. For more information about working with PivotTable reports, see Excel Help.


Format a PivotTable list and its elements

1. Select the element that you want to format.
 - ▶ [How?](#)
2. Click **Commands and Options**  on the PivotTable list [toolbar](#).
3. Do one of the following:
 - To format a drop area, click the **Captions** tab.
 - To format an item property of a row or column field, click the **Item Properties** tab.
 - To format all other elements of a PivotTable list, click the **Format** tab.
4. Do one or more of the following:
 - ▶ [Specify font and style settings](#)
 - ▶ [Align text](#)
 - ▶ [Set background color](#)
 - ▶ [Change the number format of a field, total, or item property of a row or column field](#)

Note You can't format the contents of a ScreenTip. Therefore, the formats you apply to an item property apply to the property only when it is displayed in the report.

Format the contents of a PivotTable list to read right to left or left to right

When you select right-to-left display, the elements of the PivotTable list are displayed as a mirror image of the default left-to-right display: The drop areas are on the upper-right side of the PivotTable list, row fields are in the rightmost columns, and items in column fields are listed from right to left.

1. Click the [title bar](#) of the PivotTable list.
2. Click **Commands and Options**  on the PivotTable list [toolbar](#), and then click the **Behavior** tab.
3. Select or clear the **Display right to left** check box.

Number formats for PivotTable lists

Some of the content in this topic may not be applicable to some languages.

The regional settings in the Windows Control Panel determine how number, currency, date, and time formats are displayed. For example, these settings determine whether years are displayed with two digits or four digits. See Windows Help for information about these formats.

The following table lists the number formats supported in a PivotTable list:

Format	Effects
General	Displays a number right-aligned, with no thousands separator, and preceded by a minus sign if negative. Displays up to 11 digits, or 10 digits with a decimal point, rounding additional digits to the right of the decimal point. Displays numbers with more than 11 digits to the left of the decimal point in scientific format. Displays text left-aligned.
General Date	Displays a number as a date and optional time. For example, 8/31/99 05:54 AM. The fractional part of the number is the time. If a number has no fractional part, only a date appears. If a number has only a fractional part and no integer part, only a time appears.
Long Date	Displays a date according to the Microsoft Windows regional setting for the long date format. For example, Thursday, January 25, 2001.
Medium Date	Displays a date using the abbreviated month names and hyphens (-) to separate month, day, and year. For example, Jan-25-2001.
Short Date	Displays a date according to the Windows regional setting for the short date format. For example, 1/25/2001.
Long Time	Displays a time according to the Windows regional setting for the long time format. For example, 8:45:36 PM.

Medium Time	Displays a time in 12-hour format with an AM or PM designator, omitting the seconds. For example, 8:45 PM.
Short Time	Displays a time in 24-hour format, omitting the seconds. For example, 20:45.
Currency	Displays a number according to the Windows regional setting for currency. For example, with the default United States English regional settings, \$2,532.75.
Euro Currency	Displays a number as euro currency, with a thousands separator and two decimal places. The placement of the euro sign and the decimal places are based on the regional settings for currency in Windows Control Panel. For example, with the default United States English regional settings, €12.35.
Fixed	Displays a number with two decimal places. For example, 68.30.
Standard	Displays a number according to the Windows regional settings for numbers. For example, with a comma as the thousands separator and a period as the decimal symbol, 1,800.00.
Percent	Displays a number multiplied by 100, with two decimal places and a percent sign. For example, the value 0.8914 would be displayed as 89.14%.
Scientific	Displays a number in exponential notation. For example, 1.25E+10.
Yes/No	Displays No if the number is 0; displays Yes for any other number.
True/False	Displays False if the number is 0; displays True for any other number.
On/Off	Displays Off if the number is 0; displays On for any other number.

Note In Microsoft Visual Basic or in a script, you can assign custom number formats to the data. You can also type custom formats available in the PivotTable list object model in the **Number** box.

About sorting data

- ▶ Sort in ascending or descending order
- ▶ Define a custom sort order

Sort data in a field

- ▶ Sort in ascending or descending order
- ▶ Specify a custom sort order



Notes

The order in which numbers, text, and special characters are sorted depends on the source data and your regional settings in Microsoft Windows Control Panel.

To switch from ascending or descending sort to custom sort, click **Sort Ascending**  or **Sort Descending**  so that the button is not selected.

Remove sort order

Removing ascending or descending sort order will return the data either to its natural order, or if a custom order was specified, to the custom order.

Click the **Sort Ascending** button  or the **Sort Descending** button  on the PivotTable list [toolbar](#) so that the button is not selected.

About grouping items

You can group items in a row or column field in two ways.

- ▶ [Grouping on intervals](#)
- ▶ [Custom grouping](#)

Group or ungroup items

- ▶ Group items at intervals
- ▶ Remove grouping at intervals
- ▶ Create custom groups
- ▶ Remove custom grouping

About finding data



PivotTable lists do not have a find or a search command. However, you can use the filter feature to find specific data values or all data that matches a value.

- ▶ Filtering techniques
- ▶ Combining multiple filters
- ▶ Removing and reapplying a filter
- ▶ Identifying filters that are currently in effect
- ▶ Effects of filtering on calculations
- ▶ Searching specific data

Filter a field to display only the data you want



- ▶ Filter a field in the row, column, filter, or detail area (Autofiltering)
- ▶ Display only data that matches a cell (Filter by selection)
- ▶ Filter a row or column field for top or bottom n values or a percentage (Conditional filtering)

Notes

When items in a field are hidden by an autofilter or a filter by selection, the arrow  in the field label is blue. When items are hidden by a conditional filter, the filtered field displays a funnel  image to the left of the arrow.


When you apply a filter, the displayed totals are based on visible items only. You can change the setting to include hidden data.

Remove filters to display all data in a PivotTable list

When items in a field are hidden by filtering a field or filtering by selection, the arrow  in the field label is blue. When items are hidden by filtering for top or bottom values, the filtered field displays a funnel  image to the left of the arrow.


Do one of the following:

- ▶ Remove all filters
- ▶ Remove an autofilter or filter by selection from a field
- ▶ Remove a conditional filter from a field

Note If you don't want to retain your filters, make sure the **AutoFilter** button  is not selected before you start selecting items to filter. If the button is not selected, selecting new items to filter automatically turns filtering on and removes your former filter settings.

Allow multiple selection in the filter area

You can specify whether the field in the filter area will allow single or multiple selection. In single-selection mode, selecting an item automatically clears the previous selection. In multiple-selection mode, when you select an item, previously selected items remain selected.


1. Select the field in the filter area for which you want to change the setting.
2. On the PivotTable list [toolbar](#), click **Commands and Options** , and then click the **Filter and Group** tab.
3. Select or clear the **Allow selecting multiple items when in filter area** check box.

Notes


By default, multiple selection is enabled.

This setting applies only when the field is in the filter area. If you move the field to a row, column, or detail area, the field will always support multiple selection.

Refresh a PivotTable list with updated source data

1. Click the PivotTable list.
2. On the PivotTable list [toolbar](#), click **Refresh** .

Notes

The Office logo cube  stops spinning when the refresh operation is complete. While the PivotTable list is being refreshed, you cannot interact with it or make changes to it.

To cancel a refresh operation, press ESC. You can cancel the refresh operation only when the PivotTable list is being calculated— not while source data is being retrieved.

Export or copy a PivotTable list to Excel or other applications

- ▶ Export a PivotTable list to Excel
- ▶ Copy a PivotTable list to Excel or Word

Troubleshoot PivotTable lists

- ▶ Interacting with the PivotTable list
- ▶ Getting help
- ▶ Moving fields
- ▶ Refreshing data
- ▶ Filtering data
- ▶ Displaying data