Excel Pivot Tables Recipe Book

A Problem-Solution Approach

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CHAPTER 4

Formatting a Pivot Table

Common problems with pivot table formatting include loss of formatting when the pivot table is changed or refreshed, showing or hiding subtotals and grand totals, and retaining formats applied in the source data. The solutions in this chapter are those that can be applied manually. Some formatting issues should be addressed by using macros, and are included in Chapter 13.

4.1. Using AutoFormat: Applying a Predefined Format

Problem

You'd like a quick way to format your pivot table.

Solution

You can use the AutoFormat command to apply a predefined format.

1. Select a cell in the pivot table.
2. Choose Format ➤ AutoFormat.
3. Select one of the AutoFormats, and then click OK.

How It Works

When you select one of the PivotTable AutoFormats, it will apply specific cell formatting to different parts of the pivot table. For example, all of the row subtotals may be changed to bold Arial font, with yellow fill color in the cell. When you pivot the fields, the formatting is retained.

Many of the AutoFormats change the layout of the pivot table, moving row or column fields to a different area. Some add blank rows between items. Number formatting and date formatting may be changed.

■ **Note** You can't create your own AutoFormats, or modify the existing AutoFormats.

4.2. Using AutoFormat: Removing an AutoFormat

Problem

You applied an AutoFormat to a pivot table, and would like to remove it.

Solution

To remove an AutoFormat immediately after applying it, you can click the Undo button, or choose Edit ➤ Undo AutoFormat, or press Ctrl+Z on the keyboard.

To remove an AutoFormat later, choose Format ➤ AutoFormat. From the list of AutoFormats, select PivotTable Classic or None, and then click OK.

How It Works

Applying the PivotTable Classic AutoFormat or selecting None will remove the cell fill colors and other formatting options that were applied by previous AutoFormats or manually applied to the cells. Number formats that were applied as a field setting will not be removed.

4.3. Using AutoFormat: Applying a Standard Table AutoFormat

You'd like to apply one of the standard table AutoFormats, but it isn't available when you're formatting a pivot table.

Solution

Some AutoFormats aren't listed when you apply AutoFormats to a pivot table. A different list of AutoFormats is available if you're formatting a regular table. Follow these steps to use one of the standard AutoFormats:

1. Select a cell in a normal worksheet table (for example, select a cell in your source data table).

2. Choose Format ➤ AutoFormat.

3. Select one of the AutoFormats, and then click OK.

4. Select a cell in the pivot table.

5. Press the F4 key to repeat the previous formatting.

4.4. Using the Enable Selection Option

Problem

You want to select and format all the row subtotals for the Region field at the same time, instead of formatting each one separately.

Solution

You can select them all, and then format them together. To select them, you may have to activate the Enable Selection option:

1. Select a cell in the pivot table, and from the PivotTable toolbar, choose PivotTable ➤ Select.

2. If Enable Selection is not activated, click it to activate the feature (see Figure 4-1).

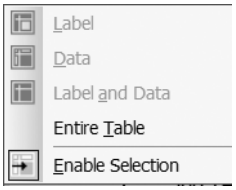

Figure 4-1. *The Enable Selection option turned on*

3. Point to the left side of a cell that contains a subtotal label, and when the pointer changes to a black arrow shape (see Figure 4-2), click to select all the subtotals for that field.

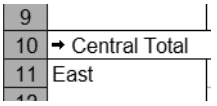

Figure 4-2. *The black arrow pointer at the left of the subtotal in Row 10*

4. Format the selected subtotals.

4.5. Losing Formatting When Refreshing the Pivot Table

Problem

Your pivot table formatting is lost when you refresh or change the pivot table.

Solution

Some formatting loss can be prevented if you change the Formatting options in the PivotTable Options dialog box:

1. Right-click a cell in the pivot table.
2. Choose Table Options.
3. Under Format options, remove the checkmark from AutoFormat table.
4. Add a checkmark to Preserve formatting, and then click OK.

Then, when you apply formatting, do the following:

1. Ensure that Enable Selection is turned on (see Figure 4-1).
2. Use the pivot table selection feature to select the elements that you want to format (point to the top or left edge of the element, and click when the black arrow appears) (see Figure 4-2).

To prevent loss of number formatting, apply formatting to the field instead of selected cells:

1. Right-click the field button or Field heading cell, and choose Field Settings.
2. Click the Number button, and select the number formatting option you want.
3. Click OK to close the Format Cells dialog box, and click OK to close the PivotTable Field dialog box.

4.6. Retaining the Source Data Formatting

Problem

The numbers in your source data are formatted as currency, with no decimals, and a dollar sign. When you add the field to the pivot table's data area, the formatting is lost.

Solution

Although source data number formatting is generally maintained if you add a field to the row, column, or page area, it's lost if you add the field to the data area. To make it easier to reapply the formatting in the pivot table, you can create a style with all the format settings.

■ **Tip** Styles are available in regular worksheet cells too, so you can apply them within a PivotTable report or in other cells.

---

1. Select a cell in the source data that has the format you want to save as a style.
2. Choose Format ➤ Style.
3. Type a name for your new style, for example, **CURR NO DEC**.

■ **Tip** It will be easier to identify your styles if you type them in all capitals.

---

4. Remove the checkmark from any features you don't want included in the style. In this style, you may want only the number formatting and thus you should remove all the other checkmarks.
5. If you want to change any of the format settings, click the Modify button, adjust the settings, and click OK in the Format Cells dialog box.
6. Click OK to close the Style dialog box and save the style.

Follow these steps to apply a style:

1. Select the cells where you want to apply the style.
2. Choose Format ➤ Style.
3. Select a style from the dropdown list, and click the OK button.

If you use styles frequently, you can add the Style dropdown to one of your toolbars:

1. Choose Tools ➤ Customize.
2. On the Commands tab, select the Format Category.
3. Drag the Style dropdown to one of your existing toolbars, and click the Close button.

4.7. Hiding Data Errors on Worksheet

Problem

There are errors in the pivot table data, and you'd like to hide them on the worksheet.

Solution

By default, error values are displayed in a pivot table. You can hide the errors by changing the pivot table options:

1. Right-click a cell in the pivot table.
2. Choose Table Options.
3. To turn on the For error values, show option, add a checkmark in the check box.
4. Leave the text box blank, and the errors will be replaced with blank cells.

■ **Note** This setting only affects cells in the data area of the pivot table. If there are error values in the source data that appear in the row, column, or page area, they will not be replaced.

4.8. Hiding Errors When Printing

Problem

There are errors in the pivot table data, and you'd like to hide them when printing the worksheet.

Solution

You can hide the errors in the printed copy by changing the page setup options:

1. Choose File ➤ Page Setup.
2. On the Sheet tab in the Print section, select <blank> from the Cell errors as dropdown.

4.9. Showing Zero in Empty Data Cells

Problem

Some cells in the data area are empty, and you'd prefer that they contain a zero.

Solution

Change the pivot table options:

1. Right-click a cell in the pivot table, and choose Table Options.
2. Add a checkmark to For empty cells, show, and in the text box, type a zero (see Figure 4-3).
3. Click OK.

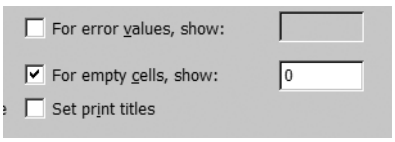

Figure 4-3. *Set empty data cells to display a zero.*

4.10. Using Conditional Formatting in a Pivot Table

Problem

You want to use conditional formatting to highlight the high and low values in your pivot table data. Values below 25 should have a red background, and values above 75 should have a green background.

Solution

You can apply conditional formatting in a pivot table, just as you would on normal worksheet cells (Format ➤ Conditional Formatting). However, if the pivot fields are rearranged, the conditional formatting doesn't move with them but stays on the cells that were originally formatted. If your pivot table is fairly static in size and shape, you may be able to use conditional formatting without too many problems. If your pivot table layout changes frequently, you'll need to remove and reapply the conditional formatting each time.

Another option is to use a custom number format to apply font color to a cell that meets specific criteria, and the format will move with the cell if the pivot table is rearranged. For example, to change the font color to red if the cell value is less than 25, follow these steps:

1. Right-click a cell in the field that you want to format, and choose Field Settings.
2. In the PivotTable Field dialog box, click the Number button.
3. In the Category list, select Custom.
4. In the Type box, type the format

   ```
   [Red][<25]General;General
   ```

5. Click OK to close the Format Cells dialog box, and click OK to close the PivotTable Field dialog box.

How It Works

Eight different colors are available for custom number formats, and you can specify conditions under which to apply a color. For details and a list of available colors, see the "Guidelines for custom number formats" topic in Excel's Help.

4.11. Creating Custom Number Formats in the Source Data

Problem

Some numbers in your data have a less than sign—for example, <0.1—and they aren't showing up in the pivot table.

Solution

If the less than and greater than operators are typed in the source data, they change the numbers into text. In the pivot table, text is displayed as zero in the data area.

You could use a custom number format in the source data instead of typed operators, and the values would display correctly in the pivot table.

1. In the source data, select the cells that you want to format, and choose Format ➤ Cells.
2. On the Number tab, select the Custom category.
3. In the Type box, type **[<0.1]"<0.1";General**.
4. Click OK.

4.12. Totaling Hours in a Time Field

Problem

In your source data, you record the time spent on projects per employee per day. In the pivot table, you want the total time per project, but the results are shown as time rather than total time. For example, the sum of 10:00 +10:00 + 5:00 is shown as 1:00 instead of 25:00.

Solution

In the pivot table, format the cells that contain total times with the custom number format [h]:mm, and they'll total correctly.

4.13. Displaying Hundredths of Seconds in a Pivot Table

Problem

In your source data there are times, with a custom format of m:ss.00. The times show correctly in the worksheet—for example, 5:15.25—but are rounded in the pivot table, with all the hundredths showing as zero—for example, 5:15.00.

Solution

1. In the source data, add a column with a formula that refers to the time column—for example, =B2.
2. Format this column as General instead of Time.
3. Add this new field to the pivot table, and format it with the custom number format of m:ss.00.

4.14. Centering Field Labels Vertically

Problem

You'd like to center the field labels vertically for the outer fields in the row area of the pivot table.

Solution

1. Right-click a cell in the pivot table, and choose Table Options.
2. Under Format options, add a checkmark to Merge labels.
3. Click OK.

This setting will automatically center the labels vertically and horizontally.

4.15. Applying an Indented AutoFormat

Problem

You'd like to format the pivot table in a traditional report outline layout, with headings down the side and the data in columns.

Solution

1. Select a cell in the pivot table, and choose Format ➤ AutoFormat.
2. In the AutoFormat dialog box, select one of the Report AutoFormats, and the pivot table fields will be rearranged automatically. Column fields will move to the outer row area, and the data will be in columns (see Figure 4-4).

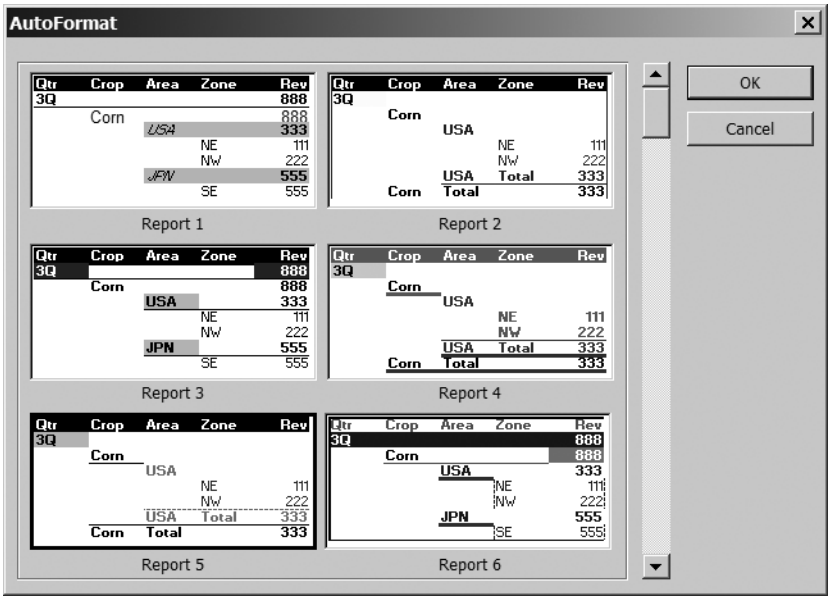

Figure 4-4. *Report options in the AutoFormat dialog box*

■ **Note** This type of layout is called *Outline form* in the PivotTable Field Layout dialog box.

4.16. Creating an Indented Format

Problem

You'd like to format the pivot table in a traditional report outline layout, with headings down the side and the data in columns. You don't want to use one of the built-in AutoFormats, because you want to maintain the current fonts and fill colors in the pivot table.

Solution

You can manually create an indented format, similar to those created by the Report AutoFormats.

1. Move all the heading fields to the row area of the pivot table.
2. Double-click the field button for the outermost row field.
3. In the PivotTable Field dialog box, click the Layout button.

4. For Display Options, select Show items in outline form, then click OK.

5. Click OK to close the PivotTable Field dialog box.

How It Works

When you set the outer fields to indented, it simulates the look of a traditional report by placing each outer field item on one row, with its items in rows below. You can apply the outline form option to all but the innermost row fields.

To enhance the traditional appearance, you can show the totals at the top of each item, or leave them at the bottom. For more visual separation between items, you can select to add blank rows between items.

4.17. Applying a Tabular AutoFormat

Problem

You'd like to format the pivot table in a tabular layout, with headings down the side and across the top, with the data in the intersections.

Solution

1. Select a cell in the pivot table, and choose Format ➤ AutoFormat.

2. Apply one of the Table AutoFormats to the pivot table, and the fields may be rearranged automatically. If there are no column fields, the outer row fields will move to the column area, and the data will be in columns (see Figure 4-5).

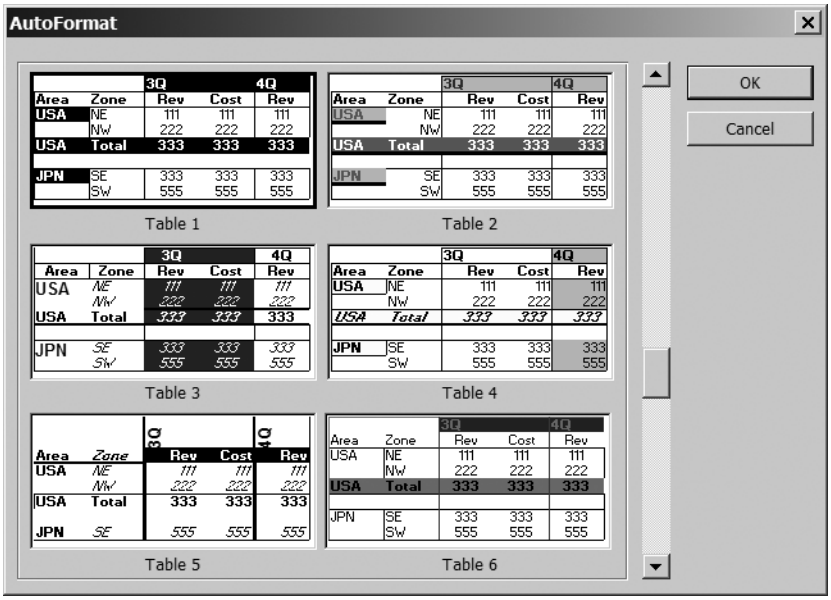

Figure 4-5. *Table options in the AutoFormat dialog box*

Note This type of layout is called *Tabular form* in the PivotTable Field Layout dialog box.

4.18. Displaying Subtotals at the Top of a Group

Problem

In your pivot table, you'd like the subtotals to appear at the top of the row field items.

Solution

If the pivot table is in outline (Report) layout, you can format the field to control where its subtotals appear:

1. Double-click the field button to open the PivotTable Field dialog box.
2. Click the Layout button.
3. Select Show items in outline form and add a checkmark to Display subtotals at top of group.
4. Click OK, then click OK to close the PivotTable Field dialog box.

4.19. Separating Field Items with Blank Rows

Problem

To make the pivot table easier to read, you'd like each row field item to be followed by a blank row.

Solution

In both outline (Report) layout and Crosstab (tabular) layout, you can format an outer row field so each item has a blank row after it:

1. Double-click the field button to open the PivotTable Field dialog box.
2. Click the Layout button.
3. Add a checkmark to Insert blank line after each item.
4. Click OK, then click OK to close the PivotTable Field dialog box.

Tip You can't enter text in the blank row, but you can format the row—for example, add a fill color to visually separate the items.

4.20. Turning Off Subtotals

Problem

When you add more fields to the row or column area, some of the fields get subtotals. You'd like to stop them from appearing.

Solution

There's no setting you can change to stop the subtotals from automatically appearing for outer row and column fields. However, you can turn them off once they appear:

1. Double-click the field button.
2. For Subtotals, select None, then click OK.

4.21. Repeating Row Headings

Problem

The row headings only appear in the first row for each group. You would like them to appear in each row.

Solution

The row headings show once in a pivot table, and there's no setting you can change to force them to repeat. If you need to print a copy of the pivot table with a heading in each row, you can make a copy of the pivot table and repeat the headings there:

1. Select a cell in the pivot table, and on the PivotTable toolbar, choose PivotTable ➤ Select ➤ Entire Table.
2. On the Standard toolbar, click the Copy button, then select a cell where you want to paste the copy.
3. On the Standard toolbar, choose Edit ➤ Paste Special, select Values, and click OK.
4. If you want to retain the formatting, choose Edit ➤ Paste Special, select Formats, and click OK.
5. In the copied pivot table, select the column that contains the row field headings.
6. Choose Edit ➤ Go To, and click the Special button.
7. Select Blanks, then click OK.
8. Type an equal sign, then press the Up arrow on the keyboard—this will enter a reference to the cell above.
9. Press Ctrl+Enter—this enters the formula in all selected cells.

If you plan to sort or filter the data, the formulas must be changed to values:

1. Select the entire column that contains the row headings, and copy it.
2. With the column still selected, choose Edit ➤ Paste Special.
3. Select Values, then click OK.

Caution Use Paste Special Values with caution if there are other cells in the range that contain formulas.

4.22. Retaining Formatting for Temporarily Removed Fields

Problem

You formatted a row field with a custom number format, then temporarily removed it from the PivotTable report. When you dragged it back to the pivot table, the custom format was lost, and you had to reapply it.

Solution

Instead of removing fields from the pivot table, drag them to the page area temporarily. They'll retain their formatting, and you can move them back to their original position when required.

4.23. Applying Formatting with the Format Painter

Problem

If you use the Format Painter (see Figure 4-6) to copy a format from a cell, you can't use the pivot table selection feature to apply the copied format to part of the pivot table. You can only drag over cells to apply the format.

Figure 4-6. *The Format Painter button copies formats from the selected range.*

■ **Note** The Format Painter button on the Formatting toolbar copies formats from one range of cells, and pastes it to another range of cells.

Solution

You can't use the Format Painter, but you could add the Paste Formatting button to one of your existing toolbars, and use it to apply the formatting.

To add the Paste Formatting button to a toolbar, follow these steps:

1. On the Excel worksheet menu bar, choose Tools ➤ Customize.
2. On the Commands tab, under Categories, select Edit.
3. In the list of Commands, locate Paste Formatting, and drag it to one of your toolbars.
4. Click the Close button to close the Customize dialog box.

To use the Paste Formatting button to apply formatting, follow these steps:

1. Copy a cell that has the formatting you want.
2. Select the field where you want to apply the formatting.
3. Click the Paste Formatting button.

4.24. Grouping Dates Based on Source Data Formatting

Problem

In your source data you've formatted the order dates to show as year and month (yyyy-mm). When you add the OrderDate field to the row area of your pivot table, there are several instances of each year-month instead of just one (see the table at the left in Figure 4-7). You want all the orders for each month summarized under one heading.

3	Sum of Units			Sum of Units	
4	OrderDate	Total		YrMth	Total
5	2006-01	109		2006-01	588
6	2006-01	138		2006-02	314
7	2006-01	151		2006-03	621
8	2006-01	190		2006-04	415
9	2006-02	56		2006-05	317

Figure 4-7. *Individual dates appear in the OrderDate field in the pivot table at the left; the YrMth field summarizes data in the pivot table at the right.*

Solution

Formatting the source data doesn't change the underlying dates, so they are listed separately in the pivot table row area. Instead of formatting, you can use the pivot table's grouping feature to combine the data by month and year:

1. Right-click the OrderDate field button.
2. Choose Group and Show Detail ➤ Group.
3. In the By list, select Months and Years, then click OK.

Another option is to add another column to the source data, and use a formula to convert the dates to text. Assuming OrderDates are in column A, follow these steps:

1. Add a blank column to the source data table, with the heading YrMth.
2. In the cell below the heading, type the formula **=TEXT(A2,"yyyy-mm")**.
3. Copy this formula down to the last row of data.
4. Refresh the pivot table, then add the YrMth field to the pivot table to replace the OrderDate field (see the table at the right in Figure 4-7).

4.25. Changing Alignment for Merged Labels

Problem

You turned on the Merge labels option in the PivotTable Options dialog box, and all the row item labels are center aligned. When you select a label cell and try to change the alignment, you get an error message.

Solution

Ensure that Enable Selection is turned on, and click at the top of the pivot table column to select all the row field items. Click the Align Left button on the Formatting toolbar to change the alignment for all the items.

■ **Note** When the pivot table is refreshed or changed, the merged labels will return to center alignment, and will have to be reformatted.

4.26. Displaying Line Breaks in Pivot Table Cells

Problem

Some fields in your data have line breaks (Alt+Enter). In the pivot table, these appear as a small square instead of a line break.

Solution

In the pivot table, format the cells to show the line break character:

1. In the pivot table, select the items that you want to have line breaks.
2. Choose Format ➤ Cells, and on the Alignment tab, add a checkmark to Wrap text.
3. Click OK.

4.27. Showing Only the Top Items

Problem

You want to show data for the top ten salespeople and hide the others.

Solution

You can use the Top 10 AutoShow feature to hide the salespeople:

1. Double-click the Salesperson field button to open the PivotTable Field dialog box.
2. Click the Advanced button.
3. For Top 10 AutoShow, select On, and set the Show option to Top 10.

■ **Note** The Top 10 AutoShow feature may not work as expected in a pivot table based on an OLAP cube. For example, instead of showing the top ten salespeople per region, it would show the sales per region of the top ten salespeople overall.

4.28. Freezing Heading Rows

Problem

Your pivot table is quite large and you want to keep the row and column headings visible as you work.

Solution

You can freeze the cells at the top and left of the window:

1. Select the cell below and to the right of the cells you want to freeze. For example, to freeze rows 1:5, and columns A:C, select cell D6.
2. Choose Window ➤ Freeze Panes.

4.29. Using the Always Display Items Option

Problem

The PivotTable toolbar has an Always Display Items button, but clicking it doesn't have any effect on your pivot table.

Solution

You won't see the effect of this setting unless all the data fields are removed from the pivot table. If the Always Display Items option is turned on, the row and column fields will continue to show items, even if all data fields are removed. If the Always Display Items option is turned off and all data fields are removed, the row and column field items will be hidden.

4.30. Applying Number Formatting to Page Fields

Problem

You want to change the date format of a field in the page area. When you right-click the field button and choose Field Settings, to open the PivotTable Field dialog box, the Number button isn't visible.

Solution

If a numeric field in the data table contains blank cells, or cells with text, then the Number button won't be displayed in the PivotTable Field dialog box for the pivot table field, except in the data area. Fill the blank cells in the source data, and remove any text, and you'll be able to format the pivot table field.

4.31. Displaying Hyperlinks

Problem

There are hyperlinks in your source data, but when you add these fields to the pivot table, the hyperlinks don't appear.

Solution

The pivot table can't show hyperlinks from the source data, and you can't add hyperlinks to the pivot table. You could add a formula outside the pivot table, to create a hyperlink:

```
=IF(LEFT(B13,3)="www",HYPERLINK("http://"&B13),"")
```

but these formulas could be lost if the pivot table changes.

4.32. Changing Total Label Text

Problem

You tried to change the text in the Total label to something more descriptive, but got an error message: "Cannot change this part of a pivot report."

Solution

If your pivot table has only one data field, and either the row or column area has no fields, you'll see the label Total instead of Grand Total. The Total label can't be changed.

4.33. Changing Subtotal Label Text

Problem

You want to change the text in the Subtotal labels to make it more descriptive.

Solution

If you select a cell that contains a subtotal label, and type a new label that doesn't contain the item name, each item subtotal in the field will display that same text in its label. For example, if you change a subtotal label from Plan Total to Budget Subtotal, every item in the field will have Budget Subtotal as its subtotal label.

However, if you include the item name in the revised label, each item subtotal will retain its unique identifier. For example, in a field that shows the sales manager's name, you can change the first subtotal label from Smith Total to Subtotal--Smith. The subtotal for all other sales managers will show the person's name, preceded by Subtotal.

■ **Caution** These changes will not be undone if you reset the pivot table captions.

4.34. Formatting Date Field Subtotal Labels

Problem

You formatted a date field as dd-mmm-yy, but its subtotal label is showing the short date format, like the dates in the source data table.

Solution

Change the formatting in the PivotTable Field dialog box instead of selecting cells and changing the format:

1. Right-click the field button or Field heading cell, and choose Field Settings.
2. Click the Number button, and select the date formatting option you want.
3. Click OK to close the Format Cells dialog box, and click OK to close the PivotTable Field dialog box.

4.35. Showing Additional Subtotals

Problem

The outer row field in your pivot table has subtotals that show the sum for each item. You'd like another set of subtotals to show the average for each item.

Solution

You can format the field to show more subtotal rows:

1. Double-click the row field button to open the PivotTable Field dialog box.
2. In the list of Summary functions, click on each function that you want to use as a subtotal, then click OK.

■ **Note** Unlike with the regular subtotal headings, you can't change the text in these multiple subtotals.

4.36. Showing Subtotals for Inner Fields

Problem

You want to show subtotals for the innermost row or column fields.

Solution

When added to the pivot table, the innermost fields in the row and column areas don't automatically display subtotals. You can format the fields to show subtotals:

1. Double-click the field button to open the PivotTable Field dialog box.
2. In the list of Summary functions, click on each function that you want to use as a subtotal, then click OK.

All the subtotals for the innermost field will appear after the last item.

4.37. Changing the Grand Total Label Text

Problem

There's one data field in the pivot table, and you would like to change the text in the Grand Total labels.

Solution

You can change all or part of the Row Grand Total text or the Column Grand Total text by typing over the cell or editing in the cell or formula bar.

■ **Note** If you change the label for either of these Grand Totals, the other will automatically display the revised text.

4.38. Changing Labels for Grand Totals

Problem

There are multiple data fields in the pivot table, and you would like to change the text in the Grand Total labels.

Solution

You can't change the Row Grand Total text if there are multiple data fields arranged horizontally. You can't change the Column Grand Total text if there are multiple data fields arranged vertically.

4.39. Displaying Grand Totals at Top of Pivot Table

Problem

You'd like the Row Grand Totals to be at the top of the pivot table instead of the bottom.

Solution

You can't change the Grand Total position in the pivot table. If displayed, the Row Grand Total will be at the bottom of the pivot table, and the Column Grand Total will be at the right.

4.40. Hiding Grand Totals

Problem

In your pivot table you have Sum of Units and Units as % of Row. You'd like to hide the Grand Total for % of Row, because every row is 100%.

Solution

You could change the font color to white for the % of Row grand total. The column will appear empty, and the results will stay hidden, even if you pivot the data in the table.

4.41. Using a Worksheet Template

Problem

You created a worksheet template named Sheet.xlt, and stored it in your XLSTART folder. When you create a new pivot table with the PivotTable and PivotChart Wizard, it doesn't use your worksheet template.

Solution

Insert a new worksheet, which will use your worksheet template (Insert ➤ Worksheet). Then, cut the pivot table from the unformatted worksheet, and paste it onto the new sheet. Or, record a macro as you apply the headers, footer, and other settings from your worksheet template. After you create a pivot table, run that macro to apply the settings.

4.42. Displaying Multiple Pivot Tables in a Dashboard

Problem

You want to show multiple pivot tables on one worksheet, as part of an Executive Summary Report (Dashboard).

Solution

Create each pivot table on a separate worksheet, so you don't have problems with overlapping. Then, use the Camera tool to create a linked picture of each pivot table on the Dashboard.

■ **Tip** This technique works best if the pivot table layouts are static. If the layout changes and extends beyond the linked range, a new linked picture will be required on the Dashboard.

Adding the Camera Tool to Your Toolbar

1. Choose Tools ➤ Customize.
2. On the Commands tab, select the Tools category.
3. In the list of Commands, select the Camera tool, and drag it to one of your toolbars (see Figure 4-8).
4. Close the Customize dialog box.

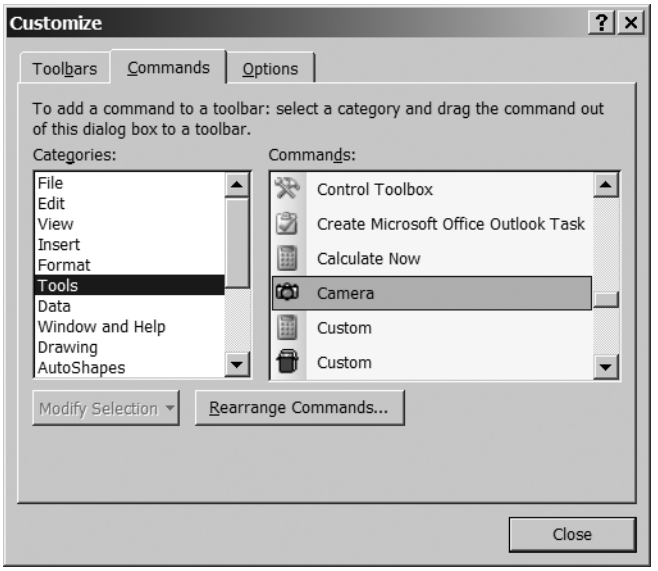

Figure 4-8. *The Camera tool in the Customize dialog box*

Adding a Pivot Table to the Dashboard Using the Camera Tool

1. Select the pivot table cells. You may wish to include a blank row and column beyond the pivot table edges.
2. Click the Camera tool button.

3. On the Dashboard worksheet, click the cell where you'd like the top-left corner of the pivot table, and the Camera tool will paste a linked picture of the pivot table.

■ **Note** Because the picture is linked, if the pivot table contents change, the picture will be updated automatically.

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4. If required, resize and reposition the linked picture, and format the border and fill color.

Adding a Pivot Table to the Dashboard Without Using the Camera Tool

1. Select the pivot table cells. You may wish to include a blank row and column beyond the pivot table edges.
2. Choose Edit ➤ Copy.
3. On the Dashboard worksheet, select the cell where you'd like the top-left corner of the pivot table.
4. Hold the Shift key, and choose Edit ➤ Paste Picture Link.
5. Resize and reposition the linked picture, if required.

■ **Tip** Using this method, the picture is created with no border and no default fill color.
