

Chapter 12: PivotTable Tips

Section 1: Adjust report layouts to allow totals on top or bottom

- Create a Pivot table in the Insert tab
- Tabular Form does not allow report totals to go to the top or bottom

Section 2: Revisit relevant source data with the drill down feature

- Create a Pivot table in the Insert tab
- Double click a cell or RMB and select "Show detail" to build a new PT on the specific cell