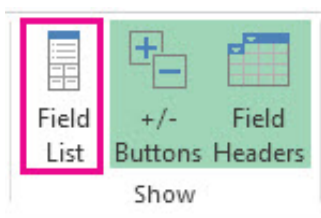


# Use the Field List to arrange fields in a PivotTable


After you create a PivotTable, you'll see the Field List, where you can change its design by adding and arranging its fields. If you want to sort or filter the columns of data shown in the PivotTable, see [Sort data in a PivotTable](#) and [Filter data in a PivotTable](#).

The Field List appears when you click anywhere in the PivotTable. If you've clicked inside the PivotTable but don't see the Field List, do this to open it:

1. Click anywhere in the PivotTable to show the **PivotTable Tools** on the ribbon.
2. Click **Analyze**> **Field List**.



The Field List has a field section where you'll pick the fields you want to show in your PivotTable, and an areas section where you can arrange those fields the way you want.





Choose fields to add to report: 


☐ Country  
☒ Salesperson  
☒ Order Amount  
☐ Order Date  
☐ OrderID


MORE TABLES...


---








Drag fields between areas below:

 FILTERS   	 COLUMNS   
 ROWS Salesperson ▼	 VALUES Sum of Order ... ▼

☐ Defer Layout Update
 

**TIP** If you want to change how sections are shown in the Field List, click the **Tools** button , and then pick the layout you want.



-  Fields Section and Areas Section Stacked
-  Fields Section and Areas Section Side-By-Side
-  Fields Section Only
-  Areas Section Only (2 by 2)
-  Areas Section Only (1 by 4)
-  Expand All
-  Collapse All
- Sort A to Z
- ☒ Sort in Data Source Order
- Group Related Tables

Add and rearrange fields in the Field List

Use the field section of the **Field List** to add fields to your PivotTable:

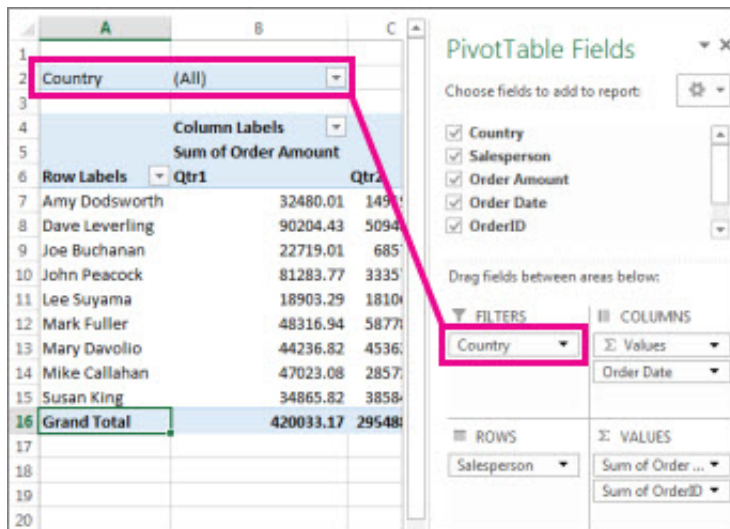
- Check the box next to a field name to place the field in its default area of the **Field List**.

Typically, nonnumeric fields are added to the **Rows** area, numeric fields are added to the **Values** area, and Online Analytical Processing (OLAP) date and time hierarchies are added to the **Columns** area.

Use the areas section of the Field List to rearrange fields the way you want by dragging them between the four areas.

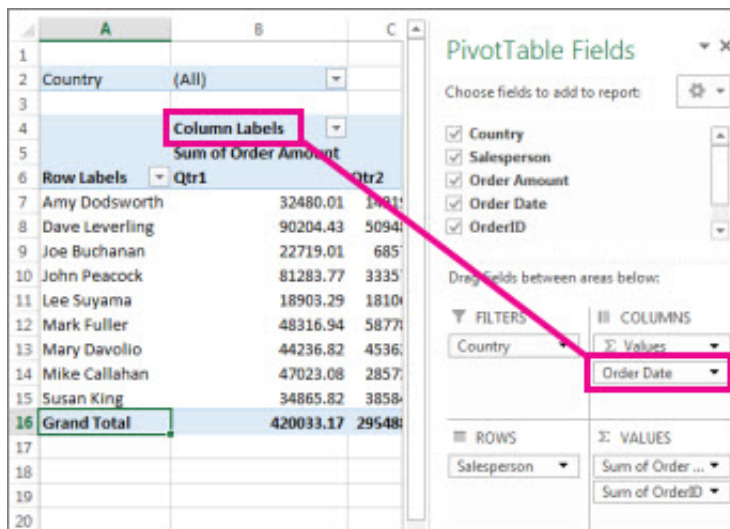
Fields you put in the different areas are shown in the PivotTable as follows:

- **Filters** area fields are shown as top-level report filters above the PivotTable, like this:



	Country	(All)
	Column Labels	
	Sum of Order Amount	
Row Labels	Qtr1	Qtr2
Amy Dodsworth	32480.01	14911.1
Dave Leverling	90204.43	50944.1
Joe Buchanan	22719.01	6851.5
John Peacock	81283.77	33357.9
Lee Suyama	18903.29	18104.2
Mark Fuller	48316.94	58770.1
Mary Davolio	44236.82	45367.8
Mike Callahan	47023.08	28571.6
Susan King	34865.82	38582.3
Grand Total	420033.17	295486.7

- **Columns** area fields are shown as **Column Labels** at the top of the PivotTable, like this:



	Country	(All)
	Column Labels	
	Sum of Order Amount	
Row Labels	Qtr1	Qtr2
Amy Dodsworth	32480.01	14911.1
Dave Leverling	90204.43	50944.1
Joe Buchanan	22719.01	6851.5
John Peacock	81283.77	33357.9
Lee Suyama	18903.29	18104.2
Mark Fuller	48316.94	58770.1
Mary Davolio	44236.82	45367.8
Mike Callahan	47023.08	28571.6
Susan King	34865.82	38582.3
Grand Total	420033.17	295486.7

Depending on the hierarchy of the fields, columns may be nested inside columns that are higher in position.

- **Rows** area fields are shown as **Row Labels** on the left side of the PivotTable, like this:

	A	B	C
1			
2	Country	(All)	
3			
4		Column Labels	
5		Sum of Order Amount	
6	Row Labels	Qtr1	Qtr2
7	Amy Dodsworth	32480.01	14911.1
8	Dave Leverling	90204.43	50944.1
9	Joe Buchanan	22719.01	6857.9
10	John Peacock	81283.77	33357.9
11	Lee Suyama	18903.29	18104.1
12	Mark Fuller	48316.94	58779.1
13	Mary Davolio	44236.82	45367.9
14	Mike Callahan	47023.08	28579.1
15	Susan King	34865.82	38584.1
16	Grand Total	420033.17	295488.1
17			
18			
19			
20			

PivotTable Fields

Choose fields to add to report:

☒ Country  
☒ Salesperson  
☒ Order Amount  
☒ Order Date  
☒ OrderID

Drag fields between areas below:

FILTERS

Country

COLUMNS

Σ Values

Order Date

ROWS

Salesperson

VALUES

Sum of Order ...

Sum of OrderID

Depending on the hierarchy of the fields, rows may be nested inside rows that are higher in position.

- Values area fields are shown as summarized numeric values in the PivotTable, like this:

	A	B	C
1			
2	Country	(All)	
3			
4		Column Labels	
5		Sum of Order Amount	
6	Row Labels	Qtr1	Qtr2
7	Amy Dodsworth	32480.01	14911.1
8	Dave Leverling	90204.43	50944.1
9	Joe Buchanan	22719.01	6857.9
10	John Peacock	81283.77	33357.9
11	Lee Suyama	18903.29	18104.1
12	Mark Fuller	48316.94	58779.1
13	Mary Davolio	44236.82	45367.9
14	Mike Callahan	47023.08	28579.1
15	Susan King	34865.82	38584.1
16	Grand Total	420033.17	295488.1
17			
18			
19			
20			

PivotTable Fields

Choose fields to add to report:

☒ Country  
☒ Salesperson  
☒ Order Amount  
☒ Order Date  
☒ OrderID

Drag fields between areas below:

FILTERS

Country

COLUMNS

Σ Values

Order Date

ROWS

Salesperson

VALUES

Sum of Order ...

Sum of OrderID

If you have more than one field in an area, you can rearrange their order by dragging them to the position you want. To delete a field from the PivotTable, drag the field out of its areas section.