

# Change the source data for a PivotTable

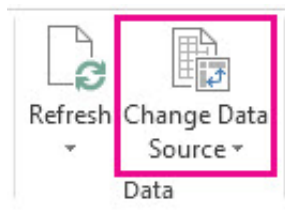
After you [create a PivotTable](#), you can change the range of its source data. For example, you can expand the source data to include more rows of data. However, if the source data has been changed substantially—such as having more or fewer columns, consider creating a new PivotTable.

To change the data source of a PivotTable if it's a range of cells or an Excel table, do the following:

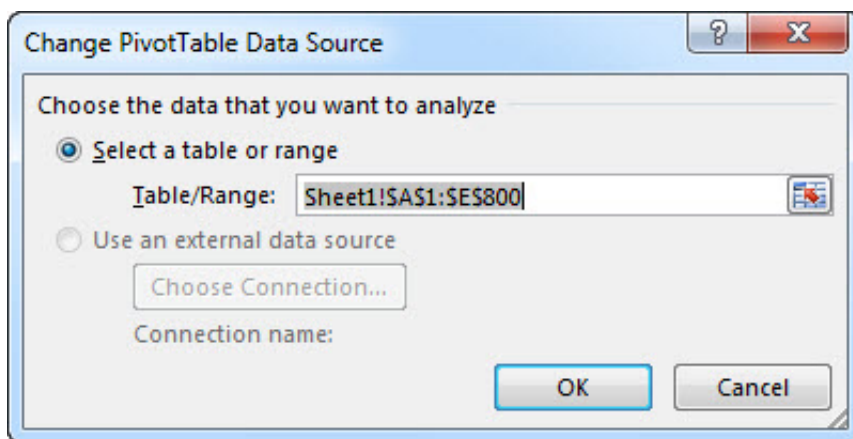
1. Click anywhere in the PivotTable to show the **PivotTable Tools** on the ribbon.



1. Click **Analyze > Change Data Source**.



1. In the **Table/Range** box, enter the range you want to use.



**TIP** Leave the dialog box open, and then select the table or range on your worksheet. If the data you want to include is on a different worksheet, click that worksheet, and then select the table or range.

## Change to a different external data source

To base your PivotTable on a different external source, it might be best to create a new PivotTable.

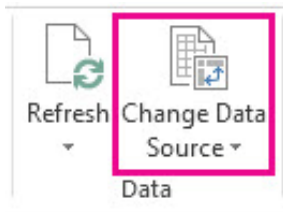
If the location of your external data source changed—for example, your SQL Server database name is the

same, but it's been moved to a different server, or your Access database has been moved to another network share—you can change your current connection.

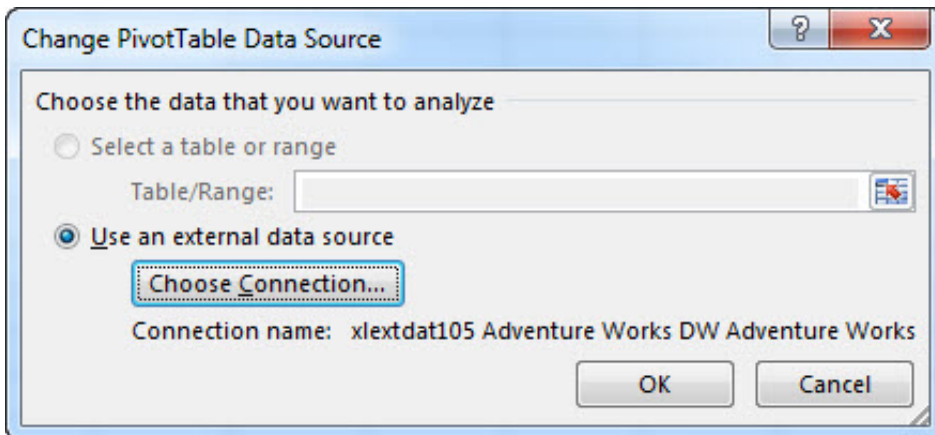
1. Click anywhere in the PivotTable to show the **PivotTable Tools** on the ribbon.



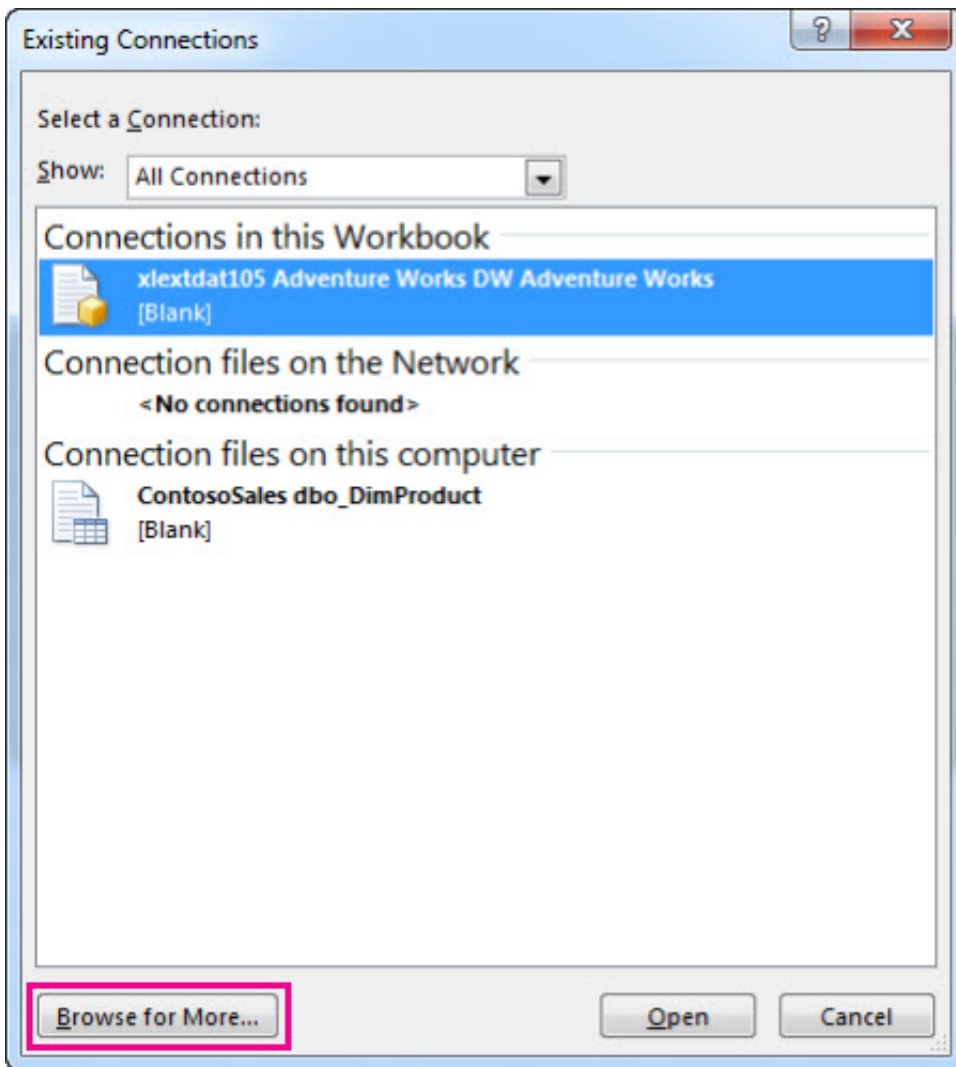
1. Click **Analyze > Change Data Source**.



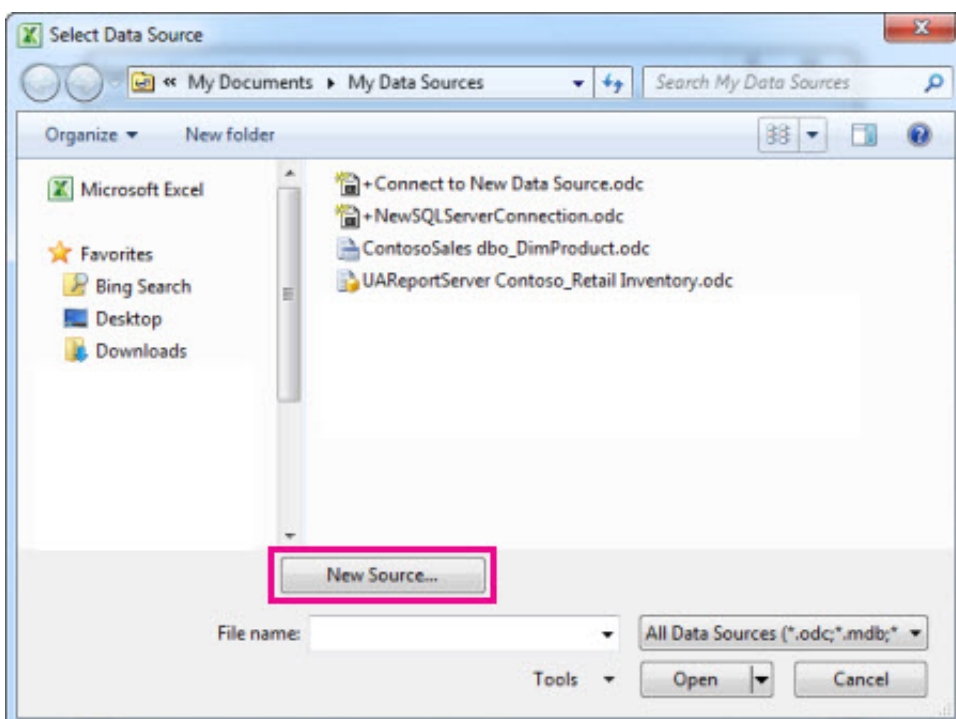
1. Click **Choose Connection**.



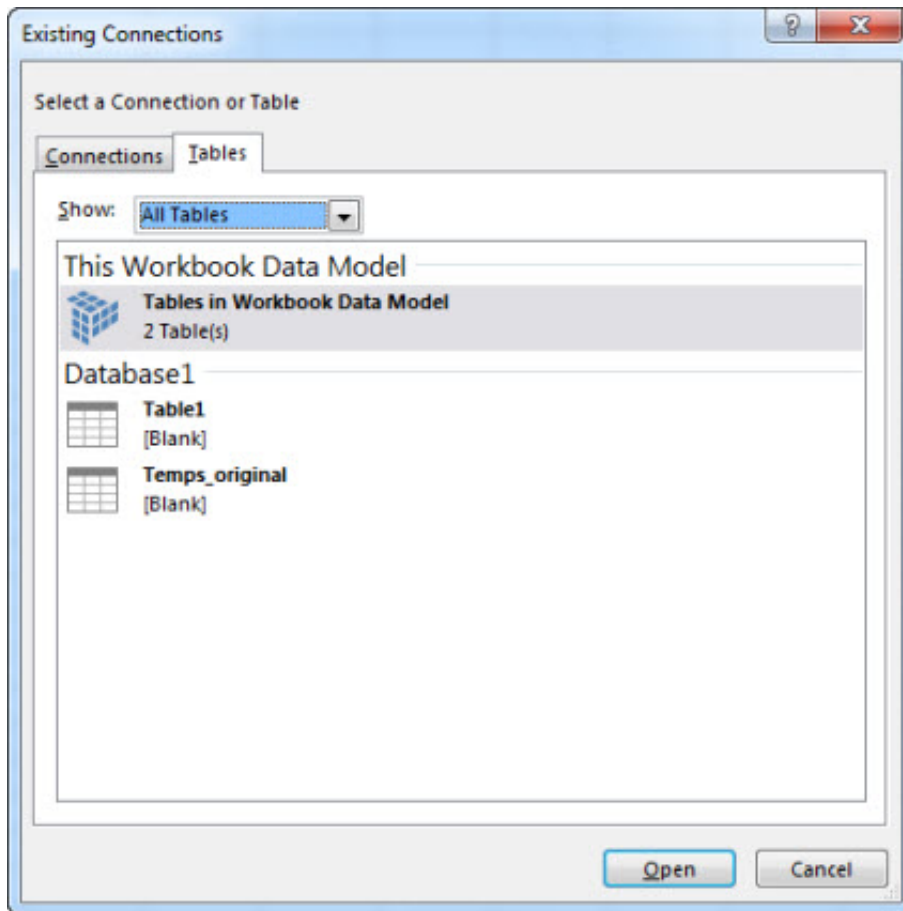
1. In the **Show** box, keep **All Connections** selected, or pick the connection category that has the data source you want to connect to.



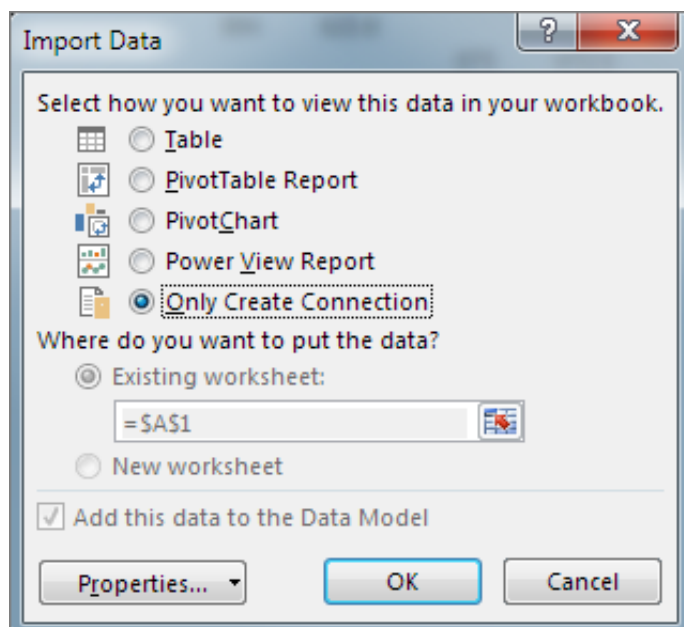
If your new location is not listed, click **Browse for More**, and then look for the data source you want to connect to in the **Select Data Source** dialog box. Click **New Source** if appropriate, and follow the steps in the **Data Connection Wizard**, and then return to the **Select Data Source** dialog box.



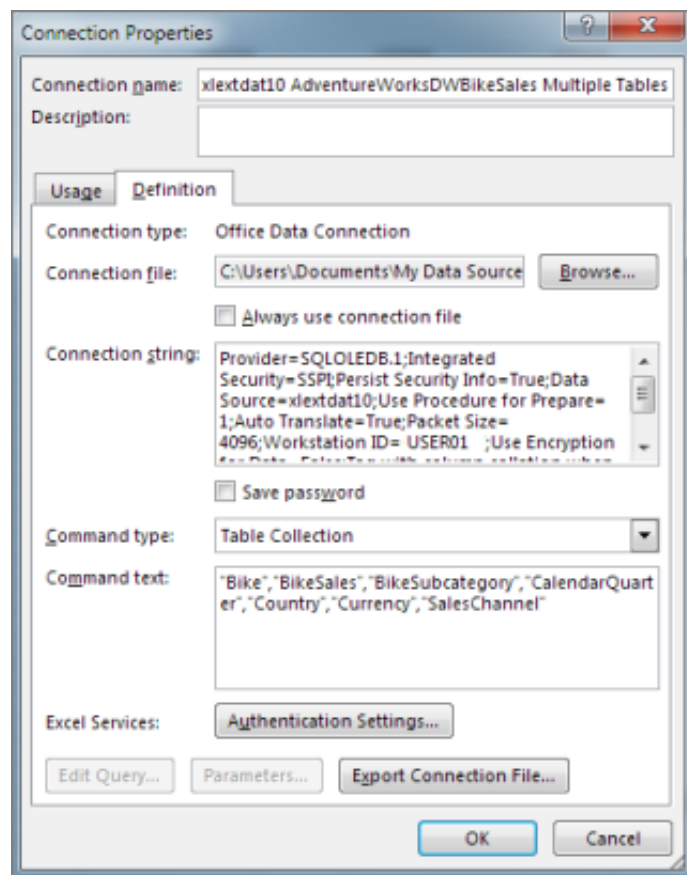
If your PivotTable is based on a connection to a range or table in the Data Model, you can choose another Data Model table or connection on the **Tablestab**. However, if your PivotTable is based on the **Workbook Data Model**, you can't change the data source.



1. Pick the connection you want, and click **Open**.
2. Click **Only Create Connection**.



3. Click **Properties**, and click the **Definition** tab.



4. If your .odc connection file has been moved, browse to its new location in the **Connection file** box.
5. If you need to change values in the **Connection string** box, contact your database administrator.