

Pivot table - Chapter 4 Notes

1. Apply Style:

- To apply style to a pivot table
- Select Table -> Design Tab -> Pivot Table Styles

2. Create Style:

- To create new pivot table style
- Select table -> Design Tab -> Pivot table styles -> New Pivot table styles -> Create

3. Data Format / Number Format

- To apply data number format
- Right click any cell in pivot table -> Number Format -> Select Format