


Pivot Tables: Chapter 07 – Printing

Printing a Pivot Table

- Select the entire PivotTable
- Go to **Page Layout** tab → click **Set Print Area**
- Press Ctrl + P to open the Print dialog
-  *Printing a PivotTable is a straightforward process once the print area is set.*

Set Printing Options

- Navigate to: **PivotTable Analyze** → **PivotTable Options** → **Printing tab**
- From here, you can access various print settings (e.g., repeat row labels, print titles, etc.)

Print Items Separately

- You can print large data subsets separately from a PivotTable.
- For example, if you have a **year-wise report (e.g., 2014 and 2015)** in one PivotTable:
 - Go to: **PivotTable Analyze** → **Options (dropdown)** → **Show Report Filter Pages**
 - Select a field (e.g., Year) → Click **OK**
 - Excel will create separate sheets for each year, which you can print individually.

Print a Pivot Chart

- Select the Pivot Chart → Press Ctrl + P
- OR: Move the chart to a new sheet (Right-click → Move Chart to new sheet) and print it separately.

Pivot Tables: Chapter 08 – Macros & Presentation

Record a Macro

- Go to: **View** → **Macros** → **Record Macro**
- Perform an action (e.g., *Remove Month* from the PivotTable)
- Save the file as a **Macro-Enabled Workbook** (.xlsm)

Run a Macro

- Go to: **View** → **Macros** → Select the macro → Click **Run**

Assign a Macro to a Shape

- Insert a Shape → Right-click → **Assign Macro** → Select your macro

Add Macro to Quick Access Toolbar

- Click the down arrow on the **Quick Access Toolbar**
- Select **More Commands**
- Under “Choose commands from”, select **Macros**
- Select your macro → Click **Add**
- Click **Modify** to set a custom icon

Presentation Toolkit

- Create a set of macros (e.g., **Remove Month**, **Add Quarter**, **Add Month**)
- Add command buttons to the **Quick Access Toolbar**
- Use these macros interactively during a presentation

Keyboard Shortcuts

- **Manipulate Ribbon:** Press Alt, then follow on-screen key hints
- **Close Dialog Boxes:** Press Esc
- **Select All:** Press Ctrl + A

Pivot Tables: Chapter 09 – Define Relationships

Define Relationships Between Tables

- Go to: **Data** → **Relationships** → **New**
- Set the relationship:
 - **Table:** Reservations
 - **Column (Foreign Key):** CustID
 - **Related Table:** Customers
 - **Related Column (Primary Key):** CustID

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