

# Pivot Tables – Chapter 03

## Clearing a Pivot Table

- To clear Pivot Table data:  
**Select Pivot Table → Actions Group → Clear**
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## Custom Order

- You can define a custom order for column values by creating a list.

### To create a custom list:

- **File Menu → More → Options → Advanced → Edit Custom List → Create the list → OK**

### To filter using a custom list:

- Click on **Filter → More Sort Options**
  - Select sort option (**Ascending / Descending**) → **More Options**
  - Turn off **Auto Sort**, and select **First Key Sort Order → OK**
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## Filter by Rule

- You can define and apply rules to filter Pivot Table data.

### To filter by rule:

- Click on **Filter → Select Field → Value Filters → Choose a filter → Apply**
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## Slicer

- A slicer can be used to filter data visually in a Pivot Table.

### To insert a slicer:

- Select Pivot Table → **Analyze Tab** → **Filter Group** → **Insert Slicer**
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### Format Slicer

- To format a slicer:  
**Select Slicer** → **Slicer Tab** → **Slicer Styles** → Choose a format
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### Report Filter

- You can filter a report using either row or column filters.

### To apply filters:

- For rows: Use **Row Label Filter**
  - For columns: Use **Column Labels Filter**
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### Search Filter

- You can filter data by searching for a specific value.

### To search:

- Open **Filter Dialog** → Enter **Search Value**
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### Selection

- You can select Pivot Table data using the Select tool.

### To select data:

- Go to **Analyze Tab** → **Actions Group** → **Select Tool**

