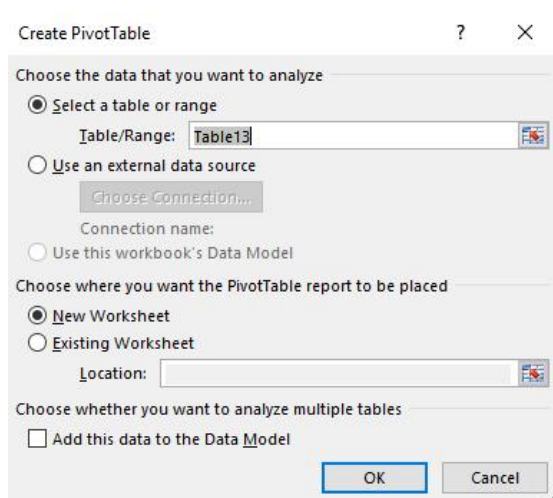DO YOU KNOW

How to Show The Percent of Column Total With Excel Pivot Tables?

1. Insert a new Pivot table by clicking on your data and going to **Insert** > **Pivot Table** > **New Worksheet or Existing Worksheet**

2. In the ROWS section put in the Sales Month field, in the COLUMNS put in the Financial Year field and in the VALUES area you need to put in the Sales field twice, I explain why below:
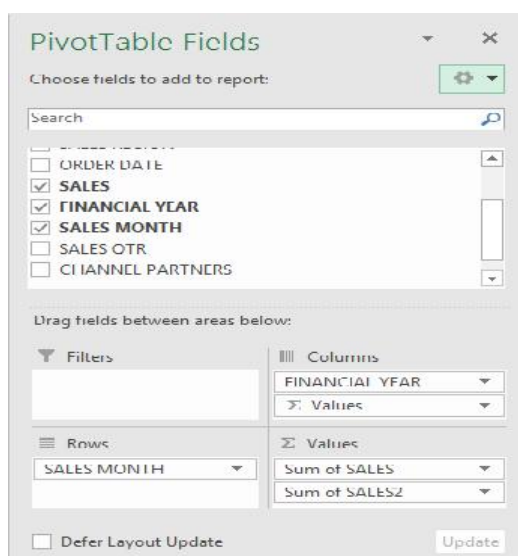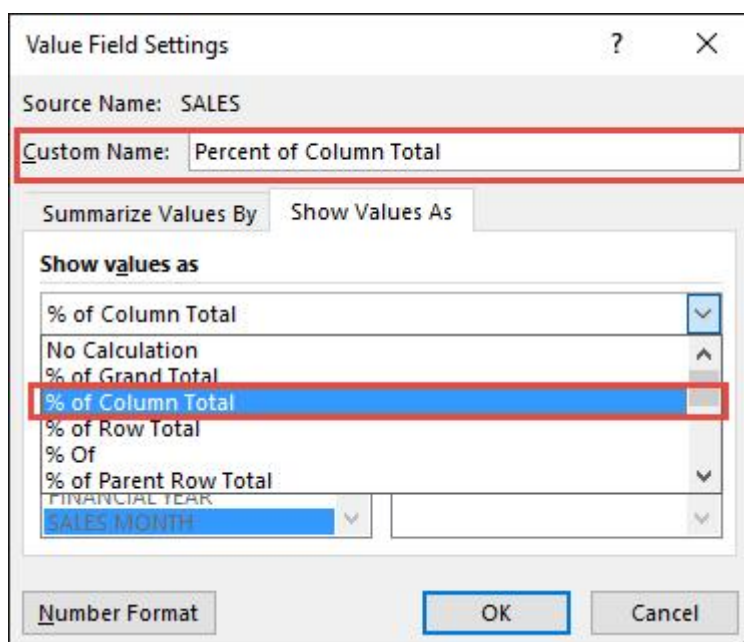
3. Click the second Sales field's (Sum of SALES2) drop down and choose Value Field Settings
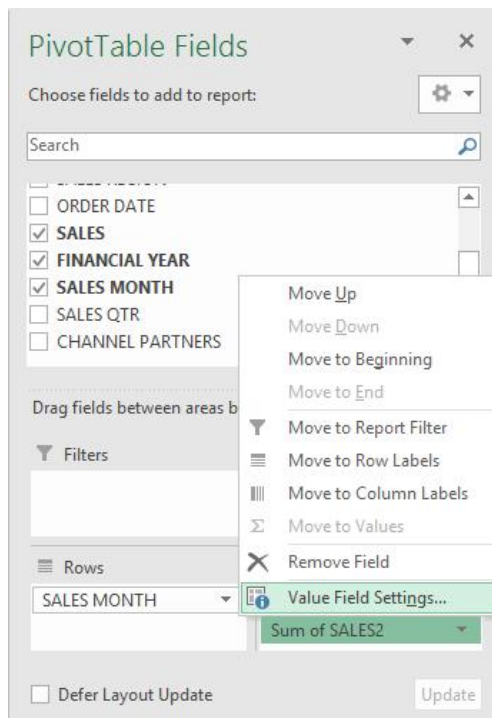
4. Select the Show Values As tab and from the drop down choose % of Column Total.

Also change the Custom Name into Percent of Column Total to make it more presentable. Click OK.
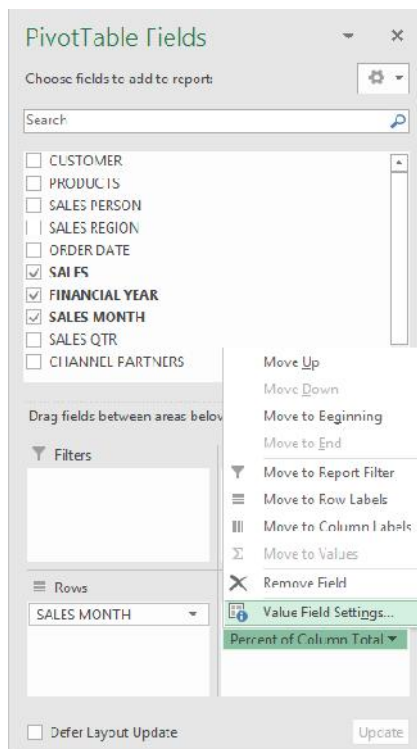
5. Notice that the Percent of Column Total data is in a decimal format that is hard to read:

To format the Percent of Column Total column, click the second Sales field's (Percent of Column Total) drop down and choose Value Field Settings.

The goal here is for us to transform numbers from a decimal format (i.e. 0.23), into a percentage format that is more readable (i.e. 23%).
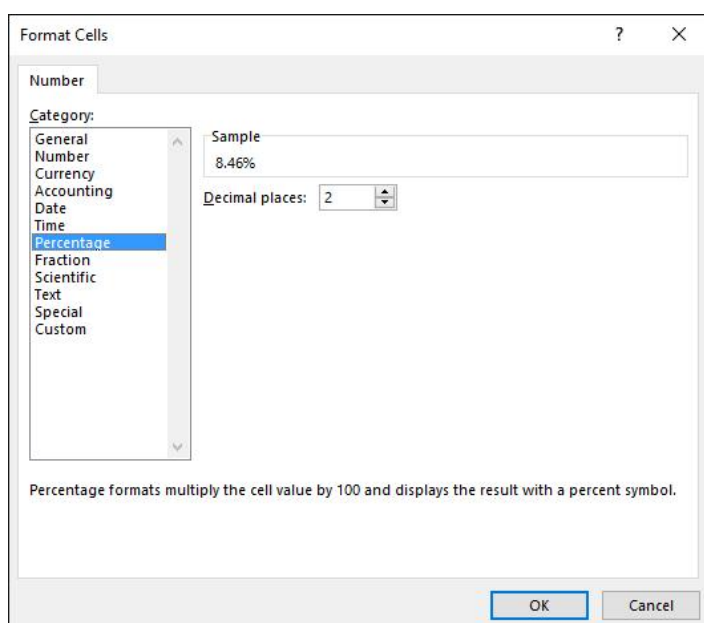
6. Click the Number Format button.
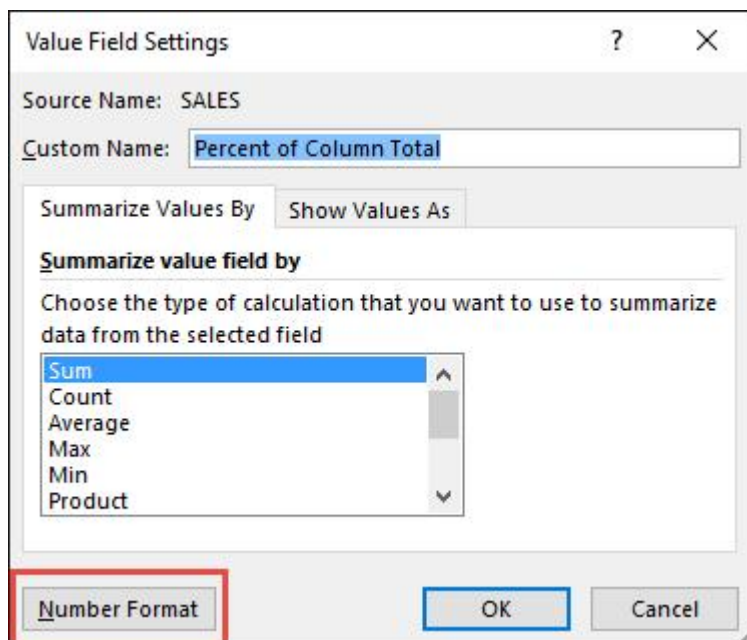
7. Inside the Format Cells dialog box, make your formatting changes within here and press OK twice.

In this example, we used the Percentage category to make our Percent of Column Total numbers become more readable.

You now have your Pivot Table, showing the Percent of Column Total for the sales data of years 2012, 2013, and 2014.

All of the sales numbers are now represented as a Percentage of each column (Years 2012, 2013 and 2014), which you can see on each column is represented as 100% in totality:

Row Labels	Sum of SALES	Percent of Column Total	Sum of SALES	Percent of Column Total	Sum of SALES	Percent of Column Total	Total Sum of SALES	Total Percent of Column Total
	2012		2013		2014			
January	771180	7.42%	872080	7.91%	1074820	10.08%	2718080	8.48%
February	867220	8.35%	909654	8.26%	807257	7.57%	2584131	8.06%
March	784136	7.55%	1031596	9.36%	1013456	9.51%	2829198	8.82%
April	908666	8.75%	968855	8.79%	836559	7.85%	2714080	8.46%
May	893089	8.60%	850502	7.72%	791035	7.42%	2534636	7.90%
June	786918	7.58%	981050	8.90%	771976	7.24%	2539944	7.92%
July	1056573	10.17%	854835	7.76%	873543	8.20%	2784951	8.69%
August	806719	7.77%	1002597	9.10%	599246	5.62%	2408562	7.51%
September	863089	8.31%	814513	7.39%	1011288	9.49%	2688890	8.39%
October	873208	8.41%	931193	8.45%	1059308	9.94%	2863709	8.93%
November	923402	8.89%	769352	6.98%	812659	7.62%	2505413	7.81%
December	854090	8.22%	1031897	9.37%	1006745	9.45%	2892732	9.02%
Grand Total	10388246	100.00%	11018124	100.00%	10657962	100.00%	32064332	100.00%

THANK YOU

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