



A slicer is a super easy to use filter with a stylish interface that makes it easy for the end user to drill down into a single subset of the data.

A slicer can be applied to filter any field, whether the field categories are displayed in the Pivot Table or not.

Create a slicer

To create a slicer, go to the Analyze tab on the ribbon and click 'Insert Slicer'.

The Insert Slicer dialog box will request selection of the field that is to be filtered. Although we can choose as many fields as we like to apply multiple slicers, we'll stick with creating a single slicer for now.

Select 'Injury Class' and click OK.

A slicer will be dropped into your worksheet. A button for each unique item within the selected field (injury class) will be created within the slicer box.

Click on each button and notice the PivotTable update to display only results for the selected item.

To choose multiple items, hold the control key whilst clicking on other injury classes.

Clear the filter by clicking the filter clear button (the funnel in the top right corner of the slicer) and notice the pivot table updates to display all results.

Formatting:

To move the slicer, Click on the slicer title (ensure your cursor turns into the grab handle – the 4 headed directional arrows) and drag the slicer to it's new location.

To resize the slicer, click on one of the resizing handles (the white circles), ensure your cursor turns into the resizing cursor (black double headed arrow), and drag the side to it's required height or width.

When the slicer is active, a new contextual ribbon tab is active – the Slicer Options tab. On this tab is all of the tools we might need to use when working with slicers.

Notice the style gallery on the Slicer Options ribbon tab. Choose a new style for the slicer by clicking your favourite style in the gallery.

Connecting:

When there are multiple pivot tables on the same worksheet, that are all based on the same data source, it would be super helpful if the slicer could filter all of the Pivot Tables, rather than just the pivot table that created the style. Otherwise it's a little confusing for the user to try and determine which pivot table is filtered.

To connect the slicer to multiple pivot tables, select the Slicer Options tab on the ribbon and click 'Report Connections'

A dialog box listing all of the available pivot tables will appear. Tick any unticked boxes to link the slicer to all of the pivot tables and click OK

Notice now when you select items from the slicer, both pivot tables now update to display only the results for the selected item.

Although a report filter can be created to achieve the same thing, a slicer is aesthetically pleasing and will add to the stylishness of your report as well as provide a simple method for your end users to update the PivotTable to calculate only the results they require.