

Create a Slicer

Excel Step-by-Step How-to for Windows

Instructions: Use this guide to create a slicer in an Excel spreadsheet.

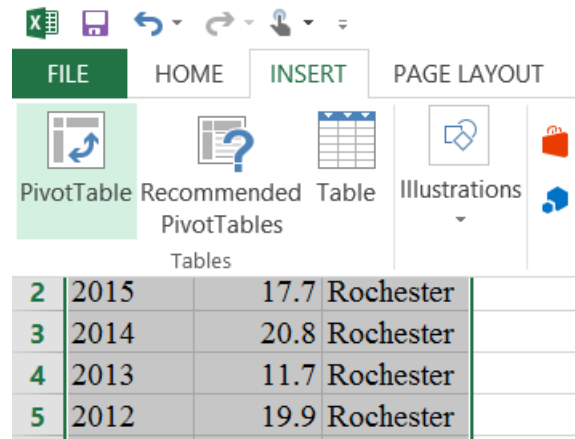
Data requirement: multiple variables, quantitative and/or categorical data

Sample Data: yearly snowfall in Rochester and Vancouver

Step	Windows Instructions + Screen Shot																																																										
1. Arrange your data so that each unique variable has its own column.	<table border="1"> <thead> <tr> <th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th></tr> </thead> <tbody> <tr> <td>1</td><td>Year</td><td>Snowfall</td><td>City</td><td></td><td></td></tr> <tr> <td>2</td><td>2015</td><td>17.7</td><td>Rochester</td><td></td><td></td></tr> <tr> <td>3</td><td>2014</td><td>20.8</td><td>Rochester</td><td></td><td></td></tr> <tr> <td>4</td><td>2013</td><td>11.7</td><td>Rochester</td><td></td><td></td></tr> <tr> <td>5</td><td>2012</td><td>19.9</td><td>Rochester</td><td></td><td></td></tr> <tr> <td>6</td><td>2011</td><td>31.4</td><td>Rochester</td><td></td><td></td></tr> <tr> <td>7</td><td>2010</td><td>33.8</td><td>Rochester</td><td></td><td></td></tr> <tr> <td>8</td><td>2009</td><td>29.3</td><td>Rochester</td><td></td><td></td></tr> </tbody> </table>						A	B	C	D	E	1	Year	Snowfall	City			2	2015	17.7	Rochester			3	2014	20.8	Rochester			4	2013	11.7	Rochester			5	2012	19.9	Rochester			6	2011	31.4	Rochester			7	2010	33.8	Rochester			8	2009	29.3	Rochester		
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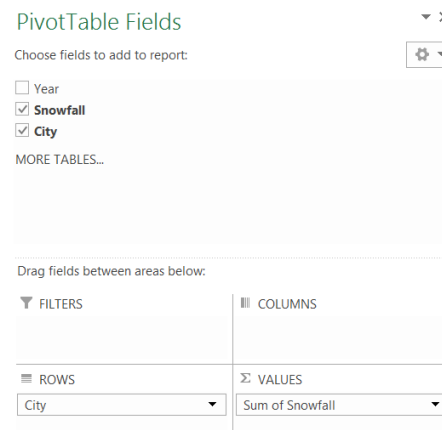
2. Create a pivot table for you data.

Highlight all of your data and select Pivot Table under the Insert tab.



3. Define your pivot table fields.

Select City to populate your rows by the data that have the same city and select snowfall as the values to display.



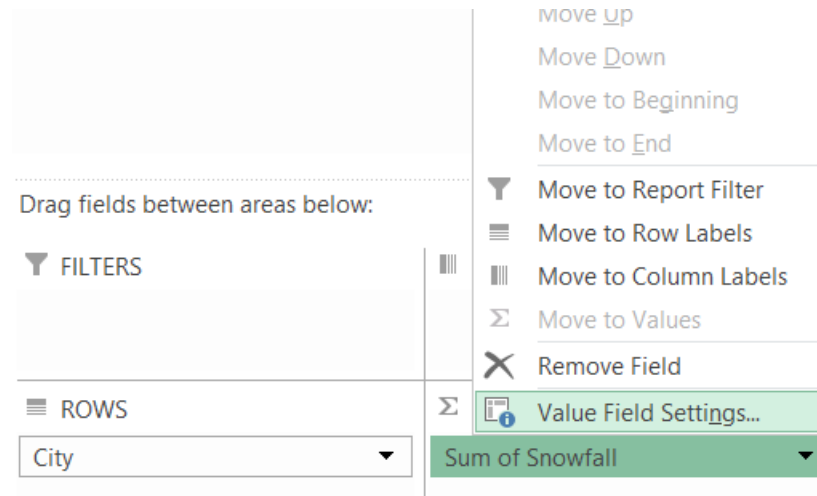
TIP: To quickly add fields to pivot table categories:



In order to add a field to a pivot table category you can select the variable (for example, snowfall or city) and drag and drop it to the pivot table category you want.

4. Customize your pivot table fields.

Click the dropdown arrow on your field and select Value Field Settings.



Change the value to your desired type of calculation by selecting it and clicking Okay.

5. Repeat the process of adding more fields for as many data summaries you would like to make.

The screenshot shows the 'Value Field Settings' dialog box. The 'Source Name' is 'Snowfall'. The 'Custom Name' is 'Average of Snowfall'. The 'Summarize Values By' tab is selected, showing a list of calculation types: Sum, Count, Average (highlighted), Max, Min, and Product. The 'Number Format' tab is also visible. The 'OK' button is highlighted.

PivotTable Fields






Choose fields to add to report:

☐ Year

☒ **Snowfall**

☒ **City**

Drag fields between areas below:

 FILTERS	 COLUMNS
	 Values
 ROWS	 VALUES
City	Average of Snowfall
	StdDev of Snowfall

6. Insert a slicer.

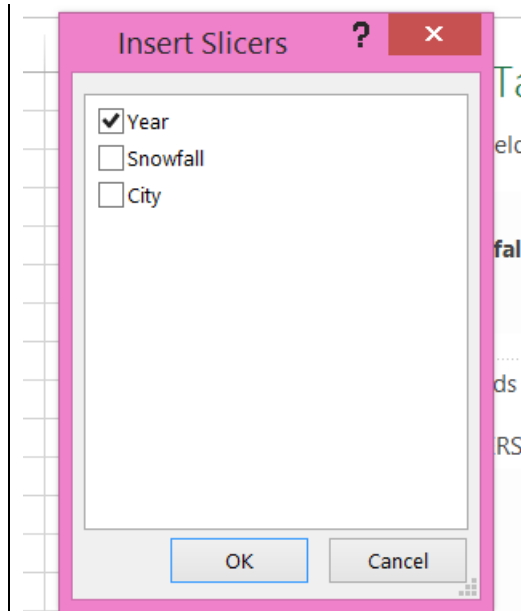
Select your pivot table.

FILE	HOME	INSERT	PAGE LAYOUT	FORMULAS	DATA	REVIEW	VIEW	DEVELOPER	AC
Paste	Clipboard	Font	Alignment	Number					
2									
3	Row Labels	Average of Snowfall	StdDev of Snowfall						
4	Rochester	24.4	12.3						
5	Vancouver	7.0	6.1						
6	Grand Total	15.7	13.1						
7									

Navigate to the insert tab and select Slicer.

FILE	HOME	INSERT	PAGE LAYOUT	FORMULAS	DATA	REVIEW	VIEW	DEVELOPER	ADD-INS	ANALYZE	DESIGN
PivotTable Recommended Table	Illustrations	Store My Apps	Recommended Charts	PivotChart	Map	Power View	Line	Column	Win/Loss	Slicer	Timeline
2											
3	Row Labels	Average of Snowfall	StdDev of Snowfall								
4	Rochester	24.4	12.3								
5	Vancouver	7.0	6.1								
6	Grand Total	15.7	13.1								
7											
8											
9											
10											
11											

When prompted, select the variable that you would like to slice by.



TIP: To choose what variable to slice by:



7. Manipulate the slicer.

When choosing the variable to slice by think about what information you would like to quickly remove or add from your data set in order to demonstrate change in your summary.

In order to unselect values of the slicer you must control click on the value. In order to highlight a large range of values in the slicer you can control-shift click a range.

Row Labels	Average of Snowfall	StdDev of Snowfall
Rochester	24.4	12.3
Vancouver	7.0	6.1
Grand Total	15.7	13.1

Year
2009
2010
2011
2012
2013
2014
2015

Row Labels	Average of Snowfall	StdDev of Snowfall
Rochester	24.6	12.6
Vancouver	7.3	6.2
Grand Total	16.0	13.2

Year
2009
2010
2011
2012
2013
2014
2015