**Lesson 5 Demo 6**

**Create Slicer**



**Steps to be followed:**

**Step 1: Open the Excel file**

* 1. Open the file named **Pivot Table.xlsx** and worksheet **Data**

**Step 2: Creating a pivot table**

2.1 Click on the **PivotTable** in the Insert tab

Graphical user interface, application

Description automatically generated

2.2 In the Create PivotTable dialog, select the input range and choose a **New Worksheet** for the pivot table

Graphical user interface, text, application

Description automatically generated

2.3 Click on the Pivot table in a new sheet to get the Fields list. Choose Pivot fields as shown below

Graphical user interface, application

Description automatically generated

2.4 Click on **Value Field Settings** in Net Sales

Graphical user interface, text, application

Description automatically generated

2.5 Choose Sum and click OK

Graphical user interface, text, application

Description automatically generated

2.6 The new output sheet looks like this. Change the formatting if required

Text, table

Description automatically generated

2.7 Click on any cell within the pivot table

2.8 Click on **Insert Slicer** under the **Analyze tab**

Graphical user interface, application, Word

Description automatically generated

2.9 Click on the **Region** checkbox and click **OK**

Graphical user interface, application

Description automatically generated

2.10 A new slicer is created on the worksheet

A picture containing chart

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2.11 Clicking on the slicer buttons helps to choose the specific region values in the pivot table

Graphical user interface, application, table, Excel

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