

Guide to Using Slicers

What is a Slicer?

A slicer contains buttons for all the items in a specific field for a PivotTable or PivotChart. Clicking on one of the buttons will filter the report for the selected item.

These are slicers.

The pivot table to the right contains two slicers; one for the Category field and one for the Subcategory field of the pivot table.

Go to Step 1



Intro

Step 1

Step 2

Step 3

Category

Drinks

Fruit

Vegetables

Subcategory

Coffee

Tea

Water

Apples

Bananas

Berries

Sum of Revenue

Category	Subcategory
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Drinks	Coffee
	Tea
	Water

Drinks Total

Grand Total

Excel 20to 20interactive Guide

Emilie Sanchez



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