# Filtering a Pivot Table with Slicers

A slicer lets you apply a filter to data in a Pivot Table or a Pivot Chart. It is particularly useful because the visual nature of a slicer means you can tell at a glance which items you have selected for the filter. You can use multiple slicers to filter one Pivot Table, or filter multiple Pivot Tables by one slicer.

A Pivot Table with filters applied

Slicers showing the filters applied
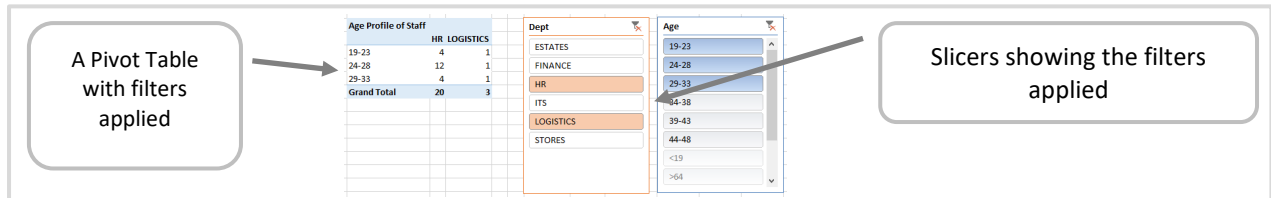
Insert a slicer

1. Click inside the Pivot Table you want to filter.
2. Click Insert Slicer on the Analyze tab of the Pivot Table Tools.
3. Select the field(s) you want to use for the slicer(s).
4. Drag the title bar of the slicer to move it on the worksheet.
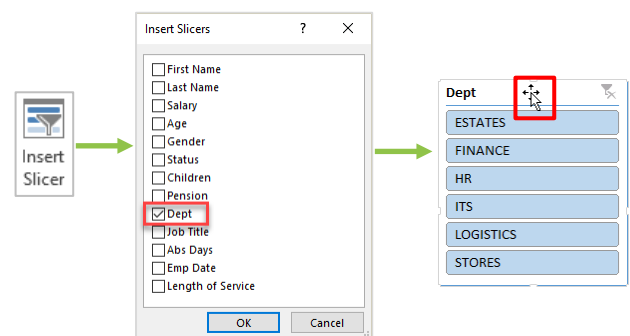
Format a slicer

1. Click on the slicer to select it.
2. Choose a style from the **Slicer Styles gallery** on the **Options** tab of the **Slicer Tools** on the Ribbon.


Filter the Pivot Table or Pivot Chart using the slicer

Filter by a single item

Click the item you want to filter by - the other items are automatically de-selected and the Pivot Table or Chart updates to reflect your choice.

Filter by multiple items

1. Click the first item you want to filter by.
2. Press and hold the Ctrl key then click any other items you want to filter by. The items are highlighted in the slicer and the Pivot Table or Chart updates to reflect your choices.

Clear a filter

Click the X in the corner of the slicer
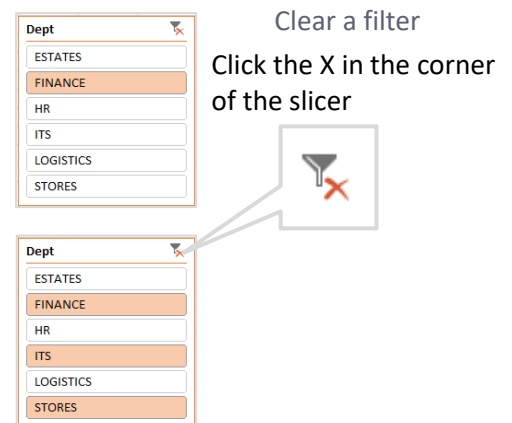
Control multiple Pivot Tables using the same slicer

1. Click the slicer to select it.
2. Click **Report Connections** on the **Slicer Tools**.
3. Select the Pivot Tables you want the slicer to control and click OK.