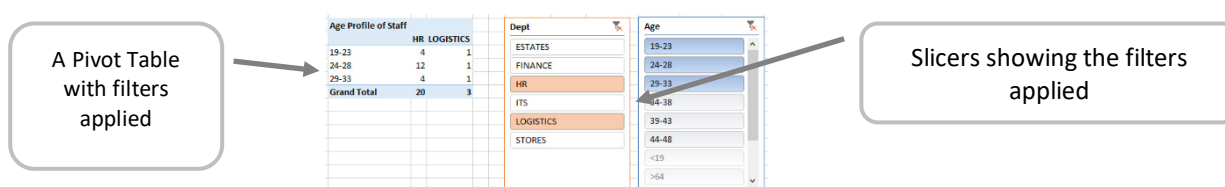


Filtering a Pivot Table with Slicers

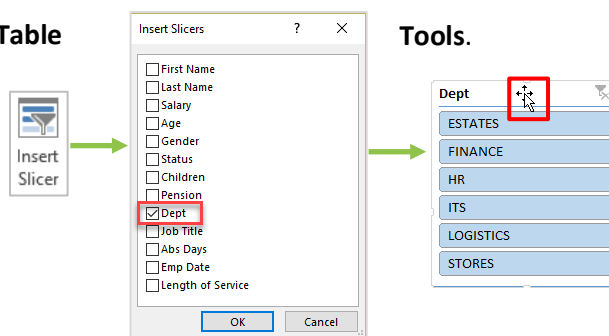
A slicer lets you apply a filter to data in a Pivot Table or a Pivot Chart. It is particularly useful because the visual nature of a slicer means you can tell at a glance which items you have selected for the filter. You can use multiple slicers to filter one Pivot Table, or filter multiple Pivot Tables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



Insert a slicer

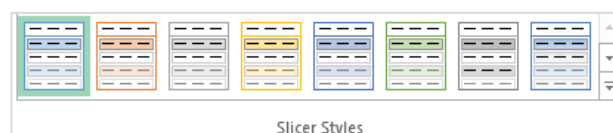
Click inside the Pivot Table you want to filter.

1. Click **Insert Slicer** on the **Analyze** tab of the **Pivot Table**
2. Select the field(s) you want to use for the slicer(s) and click **OK**.
3. Drag the title bar of the slicer to move it on the worksheet.



Format a slicer

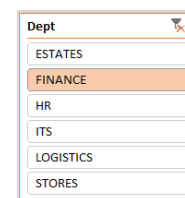
1. Click on the slicer to select it.
2. Choose a style from the **Slicer Styles** gallery on the **Options** tab of the **Slicer Tools** on the Ribbon.



Filter the Pivot Table or Pivot Chart using the slicer

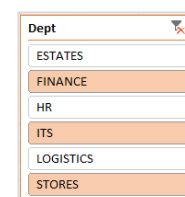
Filter by a single item

- 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.



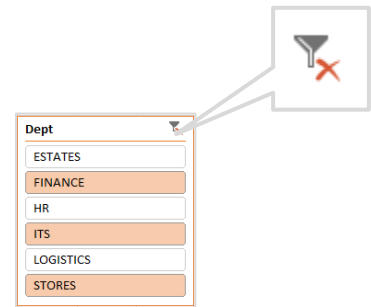
Filter by multiple items

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

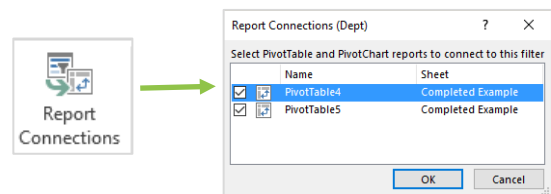
- Click the **X** in the top right corner of the slicer.



Control multiple Pivot Tables using the same slicer

If the pivot tables use the same data source, you can use a slicer to filter multiple pivot tables at the same time:

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**.



Further information and help

- Use MyIT to log calls with the IT Service Desk: myit.abdn.ac.uk
- If you want to learn about any Microsoft product in more detail you can use [Microsoft 365 help and learning](#) for tutorials, videos and helpful hints