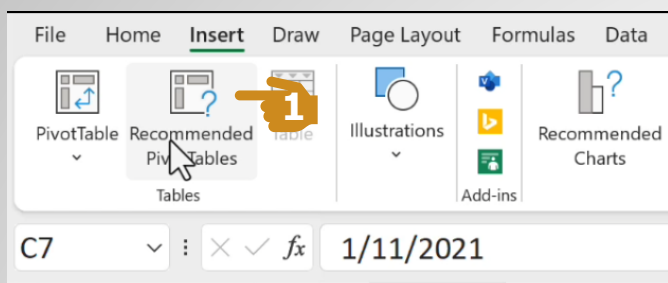


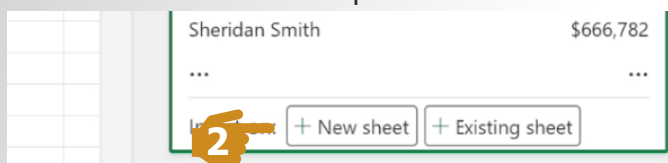
## — CHEAT SHEET —

### 1. Fast Pivot Table

Use **Recommended PivotTables** to insert Pivot Tables with just **2 clicks**.

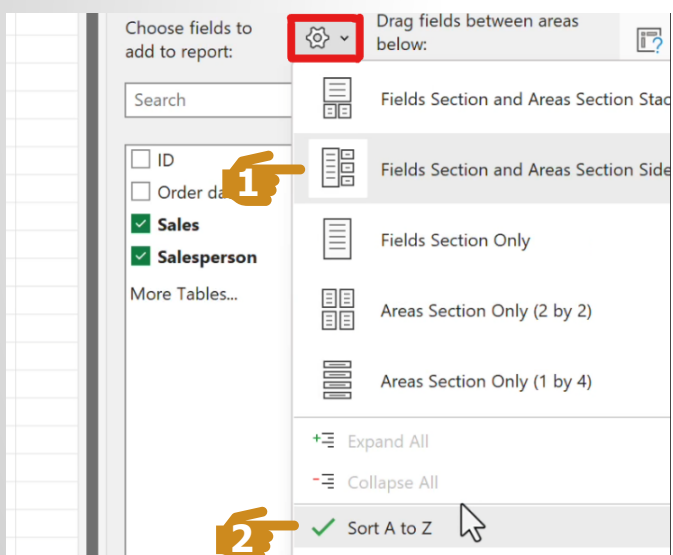


Select from the suggest options in the Recommended PivotTables pane.



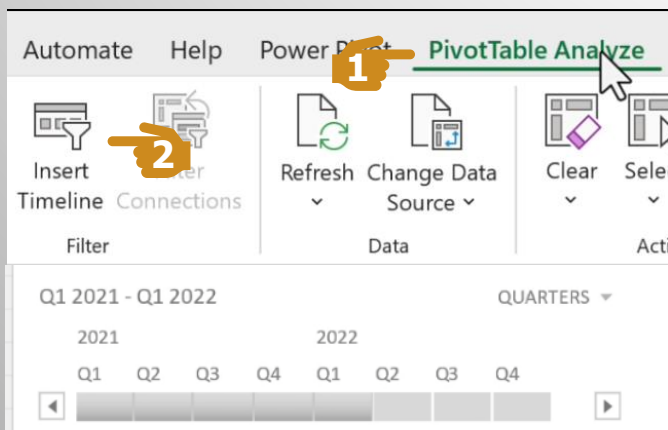
### 2. Tools Settings

Discover **two** hidden gems in PivotTables **tools settings**: tweak layouts for a cleaner look and sort fields A-Z for easy access.



### 3. Adding a Timeline

Use Timelines for quick date filtering and easy period zooming.



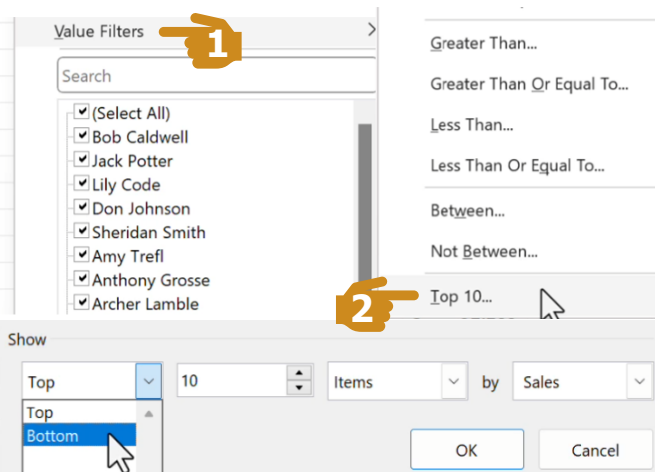
### 4. Hidden Pivot Tables

Use a Slicer to filter a Pivot Table, then use the filter results to drive formula calculations in the visible cells.



### 5. Top N Analysis

Filter your Pivot Table to show only top or bottom N results based on specific conditions



### 6. Type Over to Correct

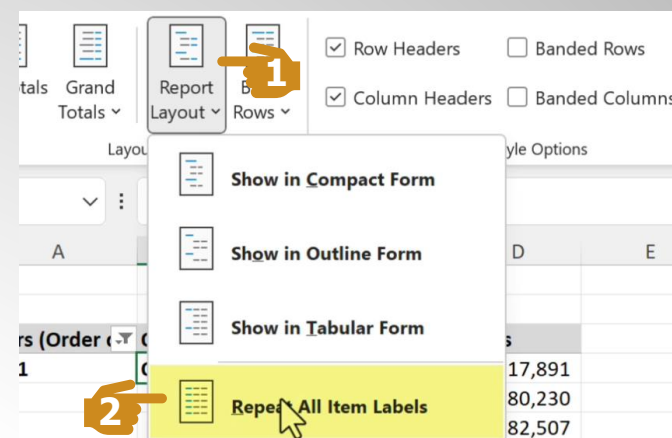
You can edit and correct fields directly in your Pivot Table.

Years (Order)	Quarters (Order)	Salesperson	Sales
2021	Quarter 1	Bob Caldwell	\$ 217,891
		Sheridan Smith	\$ 180,230
		Amy Trefl	\$ 182,507
	Qtr2	Anthony Grosse	\$ 134,986
		Kavla Woodcock	\$ 144,364

### 7. Repeating

You can repeat item labels to create a data table.

Years (Order)	Quarters (Order)	Salesperson
2021	Quarter 1	Bob Caldwell
		Sheridan Smith
		Amy Trefl
	Quarter 2	Anthony Grosse
		Kayla Woodcock
		Peter Chowdhry
	Quarter 3	Lily Code



### 8. Custom Sorting

For a specific sort, simply drag and drop or type the item in the Pivot Table.

Quarters (Order)	Salesperson	Sales
Qtr1	Justine Hoffer	\$ 203,404
	Jack Potter	\$ 160,334
	Bob Caldwell	\$ 271,821
	Lily Code	\$ 191,853
	Don Johnson	\$ 236,759

### 9. Quick % Change

Include your value field a **second time** in your Pivot Table and show the value as % Difference.



### 10. Disable Double-Click

Remove access to value field details if needed.

