



Excel 2013:

PivotTables and PivotCharts: Multiple Sheets

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PivotTables and PivotCharts – Multiple Sheets

Typically, data for PivotTables is listed on one worksheet in Excel 2013. However, you may have instances where the data is located across multiple worksheets in Excel 2013 but you want to have it all in one PivotTable or PivotChart. You can use the PivotTable/PivotChart Wizard to link all your data into one PivotTable or PivotChart.

PivotTable/PivotChart Wizard

1. Open the file in Excel 2013.
2. Select **ALT+D** then **P** and the PivotTable/PivotChart Wizard will open.
3. Select **Multiple consolidation ranges**.

Where is the data that you want to analyze?

Microsoft Excel list or database

External data source

Multiple consolidation ranges

Another PivotTable report or PivotChart report

4. Select either **PivotTable** or **PivotChart report**.

Another PivotTable report or PivotChart report

What kind of report do you want to create?

PivotTable

PivotChart report (with PivotTable report)

5. Select **Next**.
6. Select **Create a single page field for me**.

You can create a PivotTable report that uses ranges from one or more worksheets, and that has no page fields or up to four page fields.

How many page fields do you want?

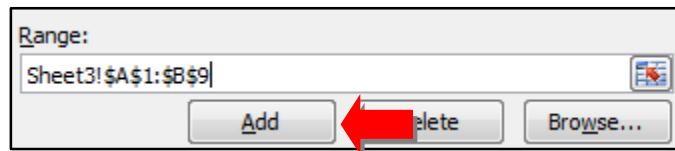
Create a single page field for me

I will create the page fields

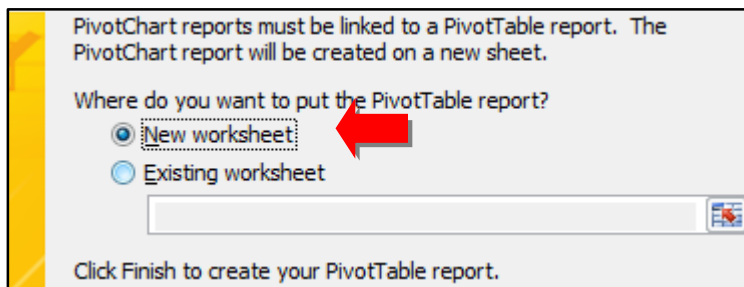
7. Select **Next**.
8. Add the worksheet ranges for the table:
 - a. Select the range on the first worksheet.

Note: Be sure to include the column/row headers when selecting the data range.

- b. Select **Add**.



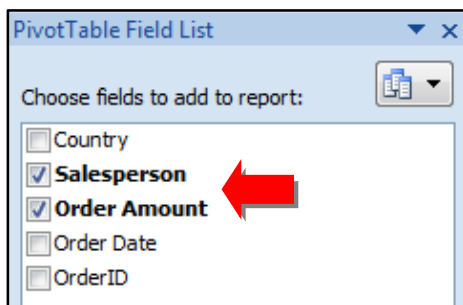
- c. Open the next worksheet and select the range.
 d. Select **Add**.
 e. Repeat for any additional worksheets.
9. Select **Next**.
 10. Select **New worksheet**.



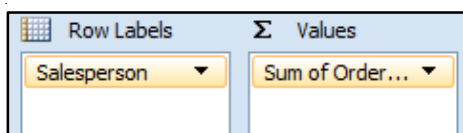
11. Select **Finish** and the new PivotTable/PivotChart will be created.

Add fields to the PivotTable/PivotChart

1. Select the PivotTable in the spreadsheet.
2. Select the fields you want to add from the list on the right side of the spreadsheet.



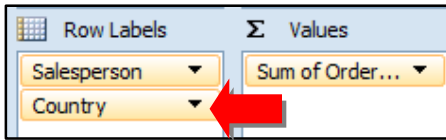
3. The first item selected will be placed in **Row Labels** and the second item will be placed in **Values**.



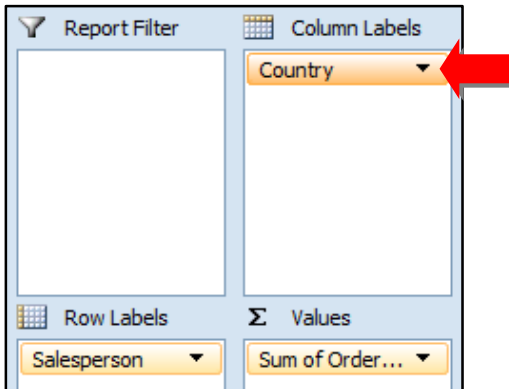
4. The PivotTable is updated to reflect the addition of these fields.

Change the field grouping

1. Select the PivotTable in the spreadsheet.
2. Select the field you want to move to another grouping.



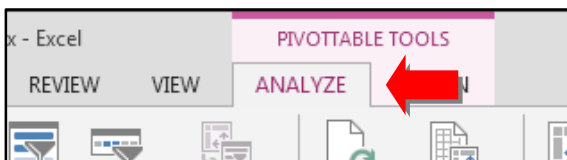
3. Drag and drop the field into a different group.



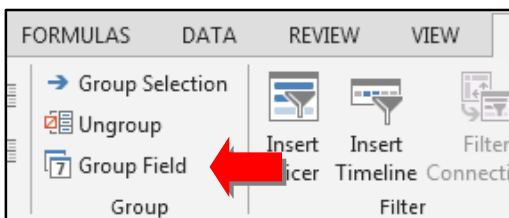
4. The PivotTable will automatically update to reflect the different grouping.

Change the sub-field grouping

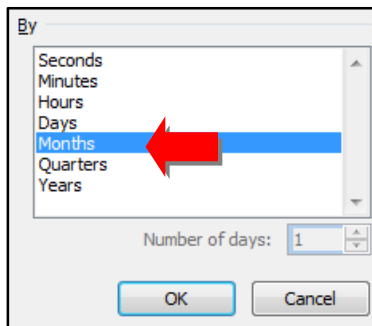
1. Select the PivotTable in the spreadsheet.
2. Select any of the sub-fields.
3. Select the **PivotTable Tools Analyze** tab.



4. Select **Group Field**.



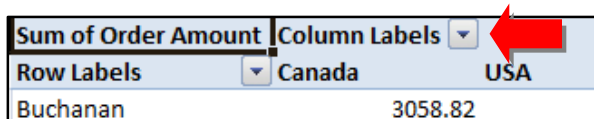
5. Select how you want to group the sub-field (i.e. Month, Hour)



6. Select **OK**.
7. The PivotTable will automatically update to reflect the changes.

Change the visible rows

1. Select the PivotTable in the spreadsheet.
2. Select the drop-down arrow next to the column title.



Sum of Order Amount	Column Labels
	Canada
	USA
Buchanan	3058.82

3. Check or uncheck items and select **OK**.



4. The PivotTable will automatically update to reflect the changes.