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PivotTables and PivotCharts – Multiple Sheets

Typically, data for PivotTables is listed on one worksheet in Excel 2016. However, you may have instances where the data is located across multiple worksheets in Excel 2016 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 2016.
2. Select **ALT+D** then **P** and the PivotTable/PivotChart Wizard will open.
3. Select **Multiple consolidation ranges**.

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

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

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.

```
Range:
Sheet3!$A$1:$B$9

Add   Delete   Browse...
```

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.

```
PivotTable Field List
```

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

```
Row Labels    Values
Salesperson   Sum of Order...
```

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.

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**Change the visible rows**

1. Select the PivotTable in the spreadsheet.

2. Select the drop-down arrow next to the column title.

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

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