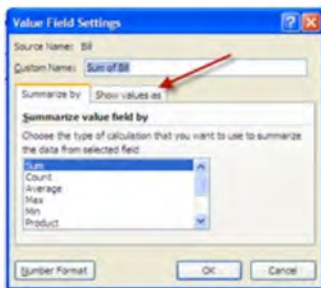


Excel tip for January 2011 - Creating a Year to Date total in a Pivot Table

When using Pivot Tables regularly, you may want to include a 'Year to Date' value in the report. This is easily achieved WITHIN the Pivot Table (If you are unfamiliar with the Pivot Tables try our free Starting Pivot Tables extract).

The steps to follow are:

- Setup your pivot table
- Right Click on one of the Value Fields
- Choose Value Field Settings
- Choose the 'Show Value As' tab as shown below



- Find and click on Running Total
- Specify the Base Field
- Click OK

This is a short extract from the new Book written on Pivot Tables. For more information contact Adrian Miric of AuditExcel on 083 272 2552 or email Adrian@AuditExcel.co.za .
Next Excel Training Dates (visit www.AuditExcel.com for more):

14- 18 Feb 2011

14- 18 Mar 2011

11-15 April 2011