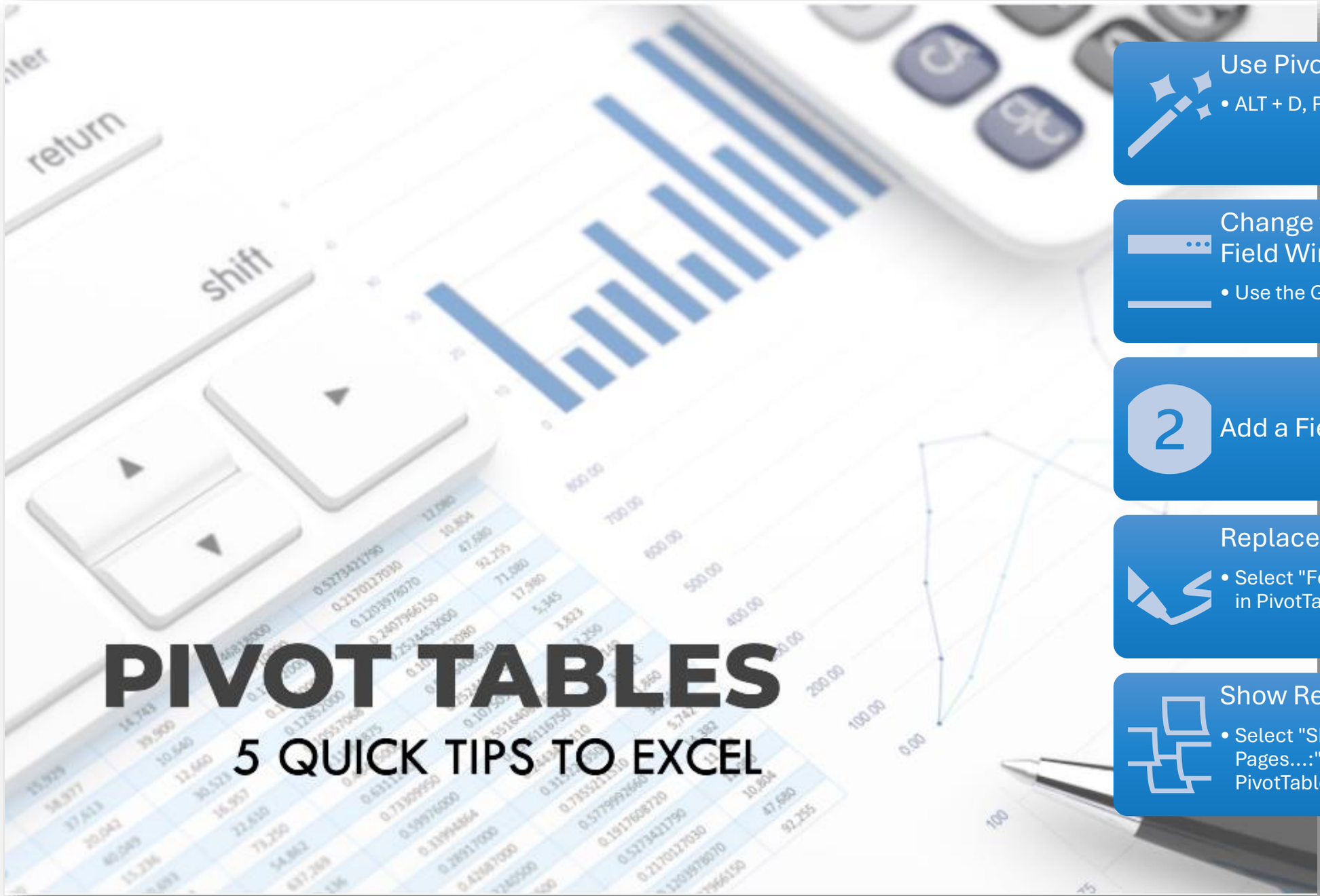

PIVOT TABLES

5 QUICK TIPS TO EXCEL

Use Pivot Table Wizard

- ALT + D, P

Change the Pivot Table Field Window

- Use the Gear symbol

2 Add a Field Twice

Replace Blank Cells

- Select "For Empty cells show" in PivotTable Options

Show Report Filter Pages

- Select "Show Report Filter Pages...:" from Options on the PivotTable Analyze tab