

# Microsoft Excel - Filtering the Pivot Table



## Filtering the Pivot Table

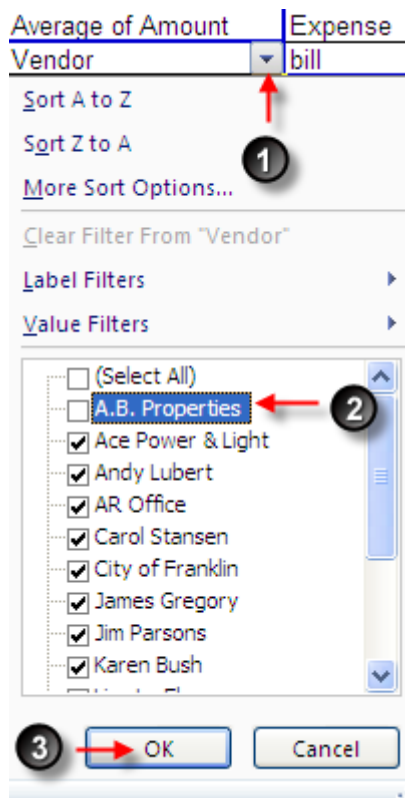
It is possible to filter (hide) on any of the Pivot Table heading areas, Row Label, Column Labels and Report Filter.

In this example we will hide the display of "A. B. Properties" from the Vendor column.

1. **Select** the Drop-down arrow for the vendor heading.

2. **Remove** the tick for the required data to be filtered.

3. **Click Ok.**



To show the filtered records either check the empty boxes individually or check the Select All box, this will automatically select all the boxes.