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PivotTable button in the Tables group. Verify the range and then click OK. Add Multiple PivotTable Fields: Click a field in the

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the way your data is arranged, you can split the cell content based on a delimiter such as a space or a character (comma, a period, or a semicolon) or you can split it based on a specific column break location within your data.

1. Navigate to the Text to Columns worksheet.
- 2.

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doing so:

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Excel will automatically select the data for the pivot table. Excel will also automatically select New Worksheet as the destination for the pivot table. 3. Click Ok. A new worksheet will be added

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for the pivot table. Initially, the spreadsheet will appear blank. The PivotTable Field List is located to the right. 4.

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Excel Advanced . Contents There are several thou shalts of advanced filtering.

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Thou Shalts of Advanced Filtering 1 . The headers in the criteria range must be exactly as they are in the list range . 1 . 2 . There must be at least one blank row between the criteria range and the list range .

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