

Menu Buttons:



Toggle Pivot On/Off:



Menu

Grid

Chart

List

Chart Options Icon:

Size To Fit Icon:

| Pivot Menu | |
|----------------------------|--|
| Select a profile... | Provides a drop-down list of available Pivot Profiles |
| Grid | Displays the pivot grid to summarize |
| Chart | Displays the pivot chart |
| List | Displays the item list |
| Group By | Creates the list of items to summarize |
| Pivot On | The total for each grouped item |
| Go | Applies the settings you entered in the menu to the data set |
| Clear | Removes the pivot settings from the display |

| Chart Options | |
|-------------------------------|--|
| Chart Type | Selects the chart type: Bar, Line, or Graph |
| Sort On | Selects how you want the chart information to be sorted: by the Grand Total or by the "Group By" field |
| Sort Order | Sets the sort order for the chart: ASC (ascending) or DESC (descending) |
| Show Grand Total | Toggles the display of grand total in the Pivot Chart |
| Show Legend | Toggles the display of the Pivot Chart legend |
| Show (blank) Values | Shows or hides totals in the chart to improve readability |
| Show Labels | Toggles the value count labels on Pivot Chart elements |
| Rotate Labels | Rotates the group by labels 45-degrees |
| Stagger Labels | Varies the horizontal position of the labels to improve readability |
| Vertical Orientation | Arranges the information vertically |
| Horizontal Orientation | Arranges the information horizontally |
| Switch Series | Switches the Group by and Pivot fields' positions |