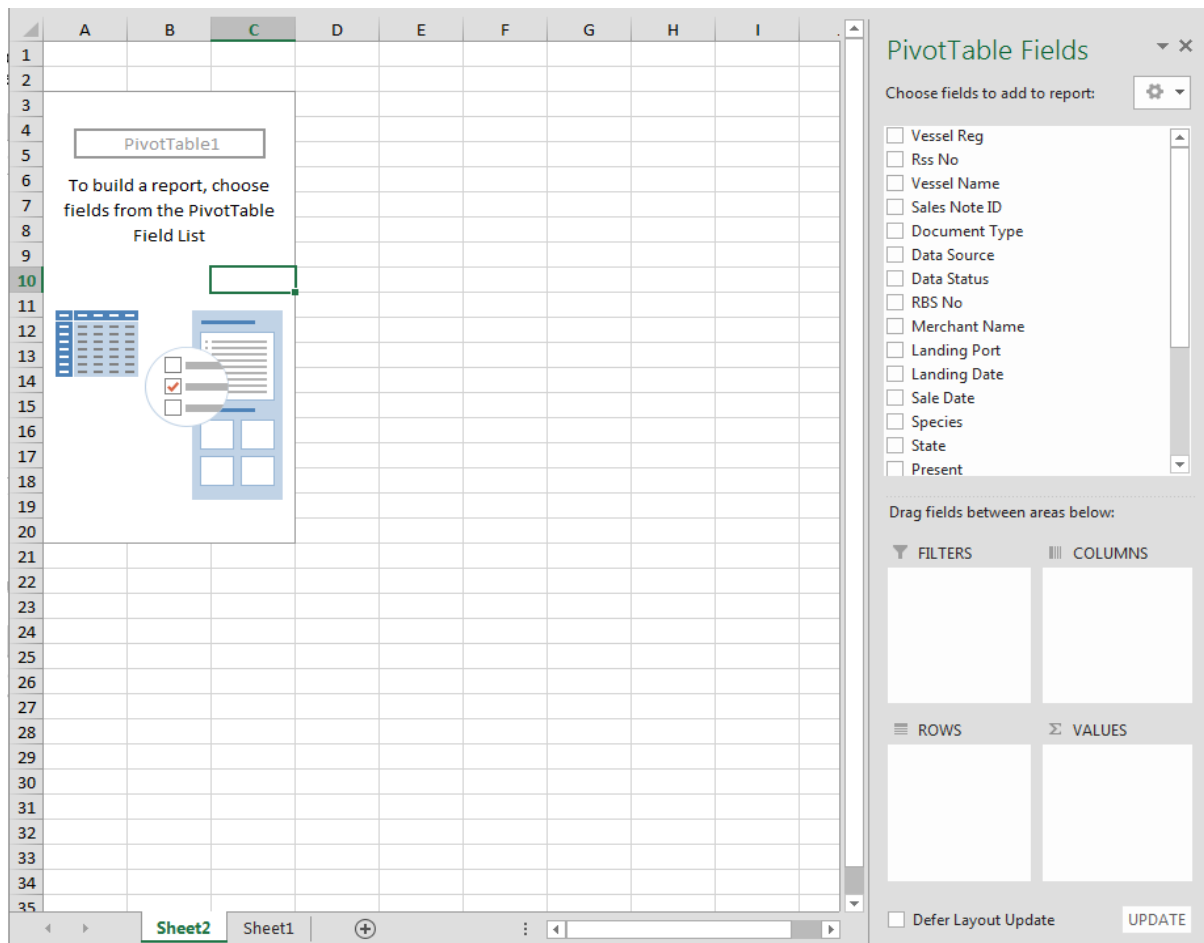
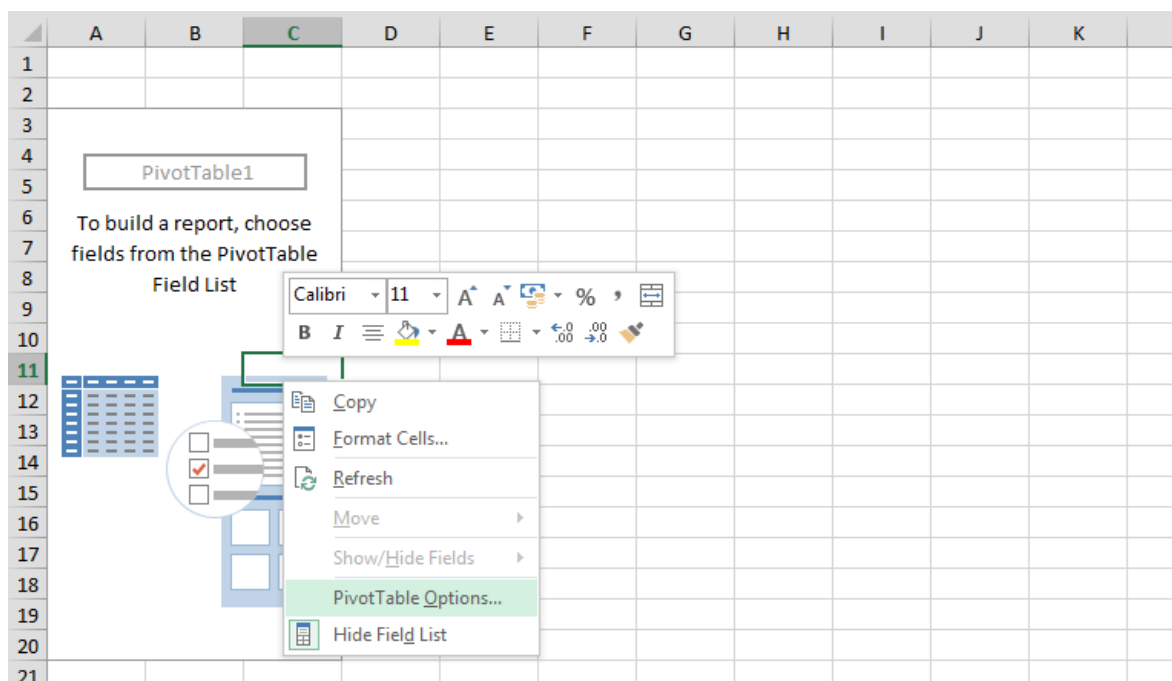


Switching to 'classic' pivot table layout in newer versions Excel

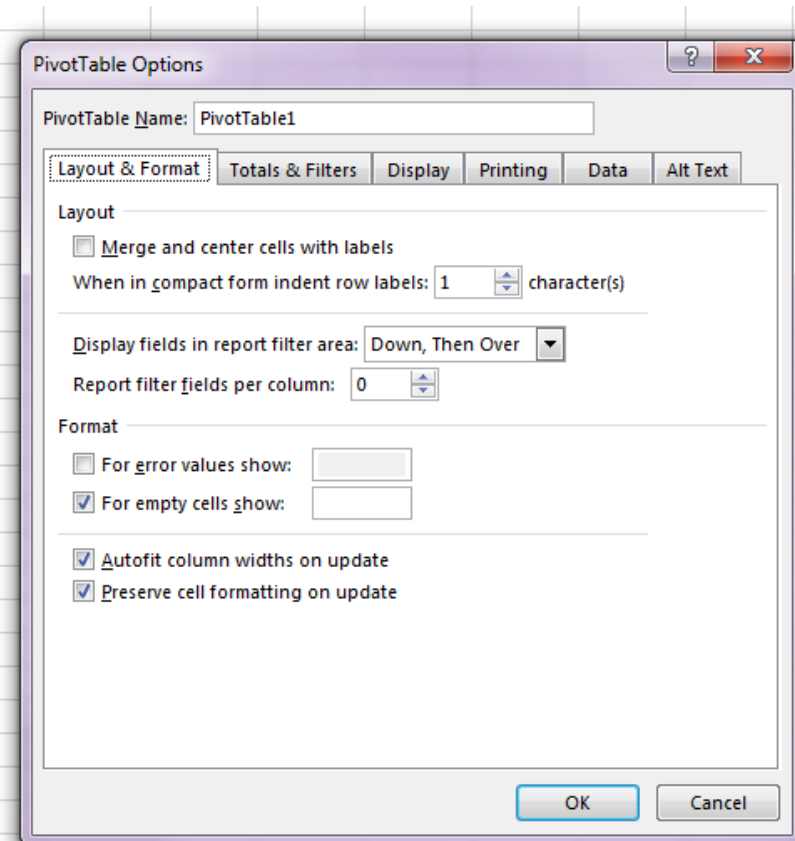
Once you have inserted your pivot table, if you are using a newer version of Excel you will see the following display:



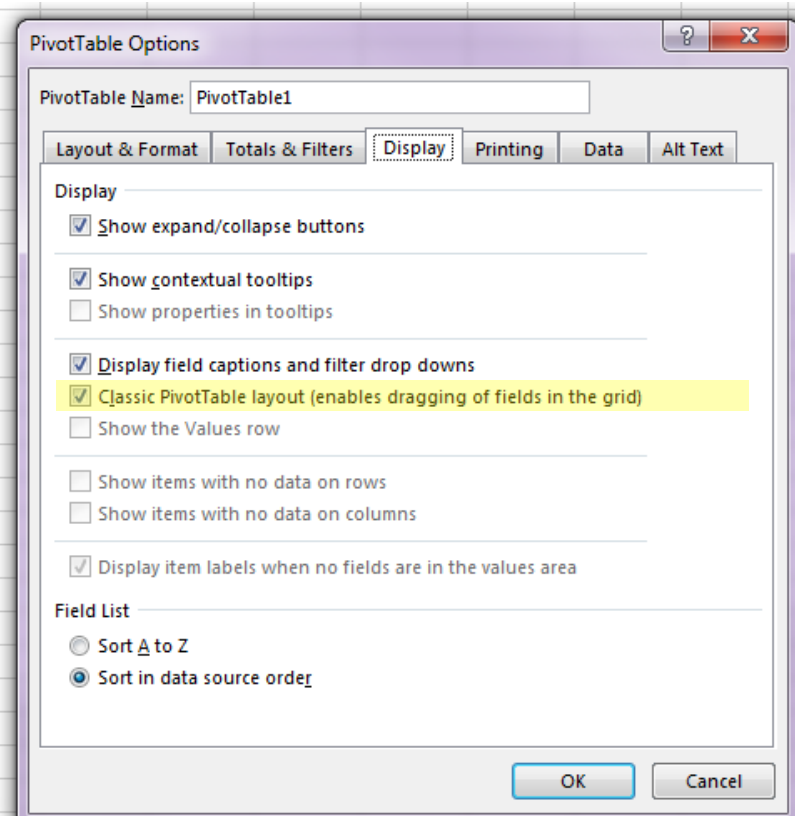
Right click within the Pivot Table window above, and select 'Pivot Table Options'



You will then see the below window:



Move to the 'Display' tab, and tick the check box labelled 'Classic PivotTable layout', and press OK.



Your pivot table should now look like this, and you are able to drag fields into the blue sections below.

The screenshot displays an Excel spreadsheet with a PivotTable layout. The spreadsheet has columns A through I and rows 1 through 35. The PivotTable is defined by a blue border and contains four designated areas for fields:

- Drop Report Filter Fields Here:** Located in the top row (row 1) of the PivotTable area.
- Drop Column Fields Here:** Located in the top row (row 3) of the PivotTable area.
- Drop Row Fields Here:** Located in the leftmost column (column B) of the PivotTable area.
- Drop Value Fields Here:** Located in the main body of the PivotTable area.

The PivotTable Fields task pane is visible on the right side of the spreadsheet. It includes a list of fields to add to the report, a section for dragging fields between areas (Filters, Columns, Rows, Values), and an Update button.

PivotTable Fields

Choose fields to add to report:

- ☐ Vessel Reg
- ☐ Rss No
- ☐ Vessel Name
- ☐ Sales Note ID
- ☐ Document Type
- ☐ Data Source
- ☐ Data Status
- ☐ RBS No
- ☐ Merchant Name
- ☐ Landing Port
- ☐ Landing Date
- ☐ Sale Date
- ☐ Species
- ☐ State
- ☐ Present

Drag fields between areas below:

FILTERS **COLUMNS**

ROWS **VALUES**

☐ Defer Layout Update **UPDATE**