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Custom List Sorting In PivotTables

If you need the information in your PivotTable sorted in a specific order, then using the custom list to sort by is an easy option.

1. Create your list in the order needed.
    a. Create the list directly in the Custom List dialog.
    b. Create the list in the file and Import the List from within the Custom List dialog.
2. Generate the PivotTable and add the field to the report.
3. Click the Filter drop-down arrow and choose More Sort Options from the menu.
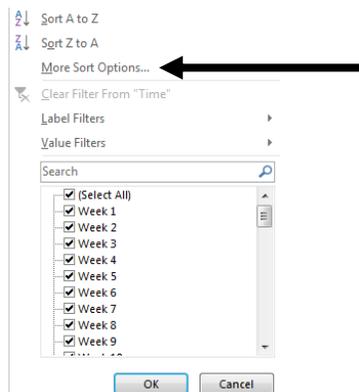
4. The Sort dialog opens, click the More Options button in the lower left corner of the window.
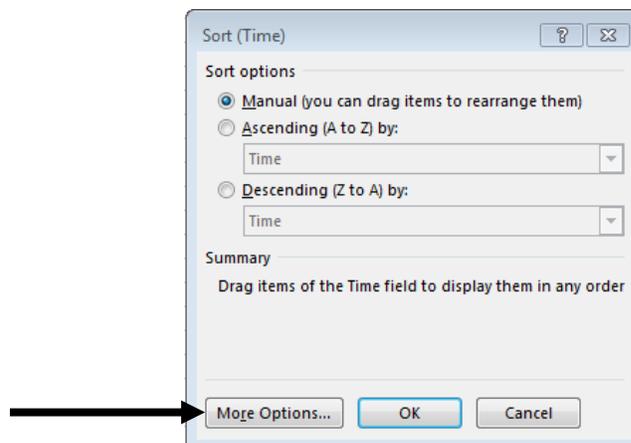
5. Uncheck the *Sort automatically every time the report is updated* checkbox.
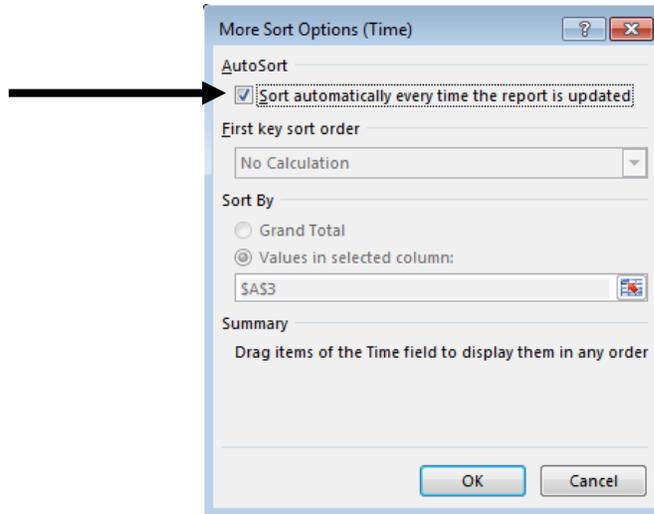
6. Then choose your custom list from the *First key sort order* field drop-down list.
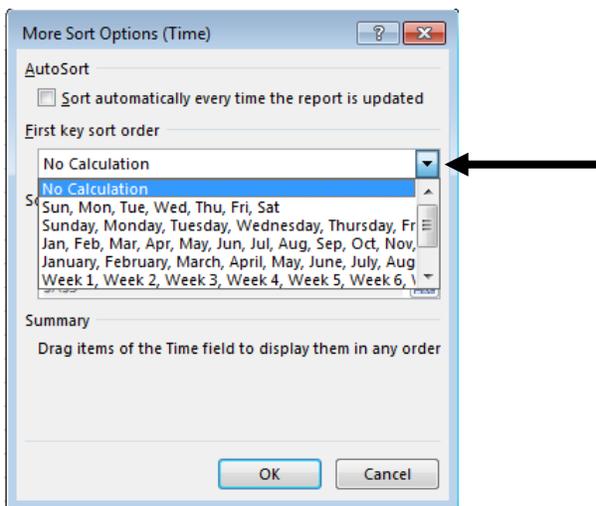
7. Click the OK buttons to close out of the More Sort Options dialog.
8. Click the **Sort A to Z** button in the filter drop-down menu to apply the sort by your list.