

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.

₽↓	Sort A to Z	
Z↓	S <u>o</u> rt Z to A	
	More Sort Options	
ĸ	<u>C</u> lear Filter From "Time"	
	Label Filters	+
	<u>V</u> alue Filters	+
	Search	Q
	Ø (Select All) Ø Week 1 Ø Week 2 Ø Week 3 Ø Week 4 Ø Week 5 Ø Week 7 Ø Week 8 Ø Week 8 Ø Week 8	* III
	ОК	Cancel

4. The Sort dialog opens, click the More Options button in the lower left corner of the window.

Sort (Time)
 Manual (you can drag items to rearrange them) Ascending (A to Z) by:
Time Descending (Z to A) by: Time
Summary Drag items of the Time field to display them in any order
 More Options OK Cancel



5. Uncheck the *Sort automatically every time the report is updated* checkbox.

More Sort Options (Time)
AutoSort
Sort automatically every time the report is updated
<u>F</u> irst key sort order
No Calculation 💌
Sort By
🔘 Grand Total
Walues in selected column:
\$A\$3
Summary
Drag items of the Time field to display them in any order
OK Cancel

6. Then choose your custom list from the *First key sort order* field drop-down list.

More Sort Options (Time)					
AutoSort					
Eirst key sort order					
No Calculation					
Son, Mon, Tue, Wed, Thu, Fri, Sat Sunday, Monday, Tuesday, Wednesday, Thursday, Fr Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, January, February, March, April, May, June, July, Aug Week 1, Week 2, Week 3, Week 4, Week 5, Week 6,					
Summary					
Drag items of the Time field to display them in any order					
OK Cancel					

- 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.