

# How can I apply multiple filters to a pivot table in Excel at once?

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June 28, 2024

## RECOMMENDED CITATION

stats writer (2024). *How can I apply multiple filters to a pivot table in Excel at once?*. PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=156193>

The process of applying multiple filters to a pivot table in Excel at once involves selecting the desired filters and applying them simultaneously to the pivot table. This allows for a more efficient and precise way of organizing data within the pivot table. By selecting multiple filters at once, users can narrow down their data and view specific information within the pivot table. This feature is beneficial for analyzing large amounts of data and creating customized views within the pivot table.

## **Excel: Apply Multiple Filters to Pivot Table at Once**

**By default, Excel only allows you to apply one filter per field in a pivot table.**

**However, we can change this default setting by using the PivotTable Options button.**

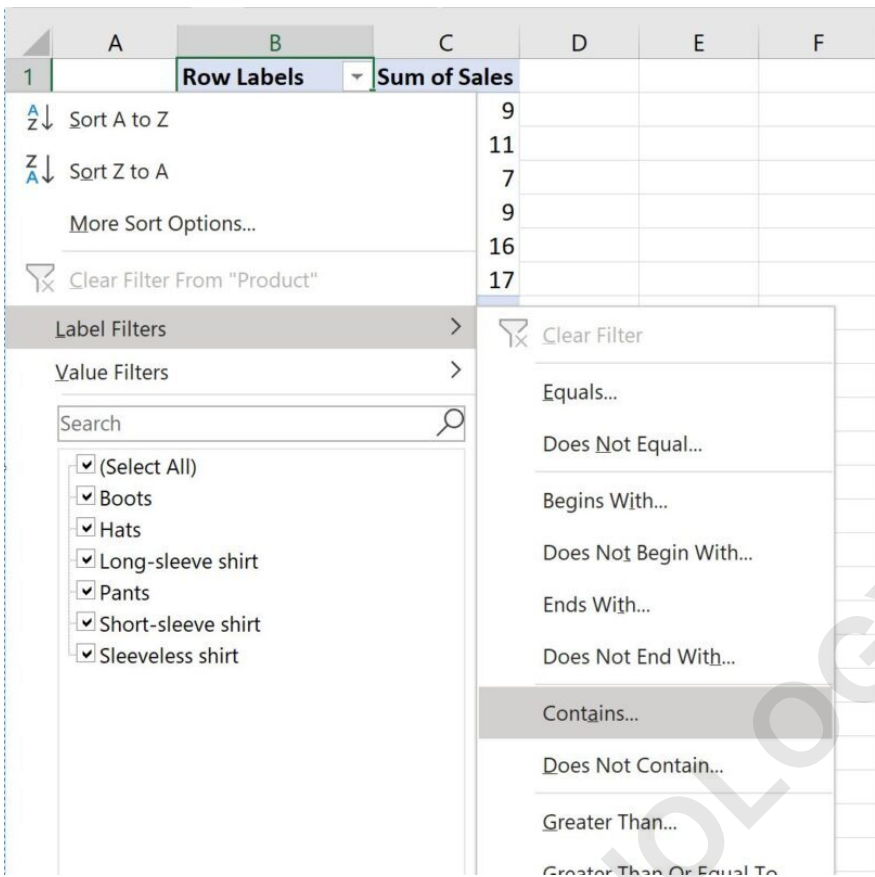
**The following example shows exactly how to do so.**

### **Example: Apply Multiple Filters to Excel Pivot Table**

**Suppose we have the following pivot table in Excel that shows the total sales of various products:**

	A	B	C	D	E
1		<b>Row Labels</b>	<b>Sum of Sales</b>		
2		Boots	9		
3		Hats	11		
4		Long-sleeve shirt	7		
5		Pants	9		
6		Short-sleeve shirt	16		
7		Sleeveless shirt	17		
8		<b>Grand Total</b>	<b>69</b>		
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

**Now suppose we click the dropdown arrow next to Row Labels, then click Label Filters, then click Contains:**



**And suppose we choose to filter for rows that contain "shirt" in the row label:**

	A	B	C	D	E
1		<b>Row Labels</b>	<b>Sum of Sales</b>		
2		Long-sleeve shirt	7		
3		Short-sleeve shirt	16		
4		Sleeveless shirt	17		
5		<b>Grand Total</b>	<b>40</b>		
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

**Now suppose we would also like to filter for rows where the sum of sales is greater than 10.**

**We can click the dropdown arrow next to Row Labels, then click Value Filters, then click Greater Than:**

The screenshot shows an Excel PivotTable with the following data:

Row Labels	Sum of Sales
	7
	16
	17
	40

The filter menu for 'Sum of Sales' is open, showing the following options:

- Sort A to Z
- Sort Z to A
- More Sort Options...
- Clear Filter From "Product"
- Label Filters
- Value Filters

The 'Value Filters' menu is open, showing the following options:

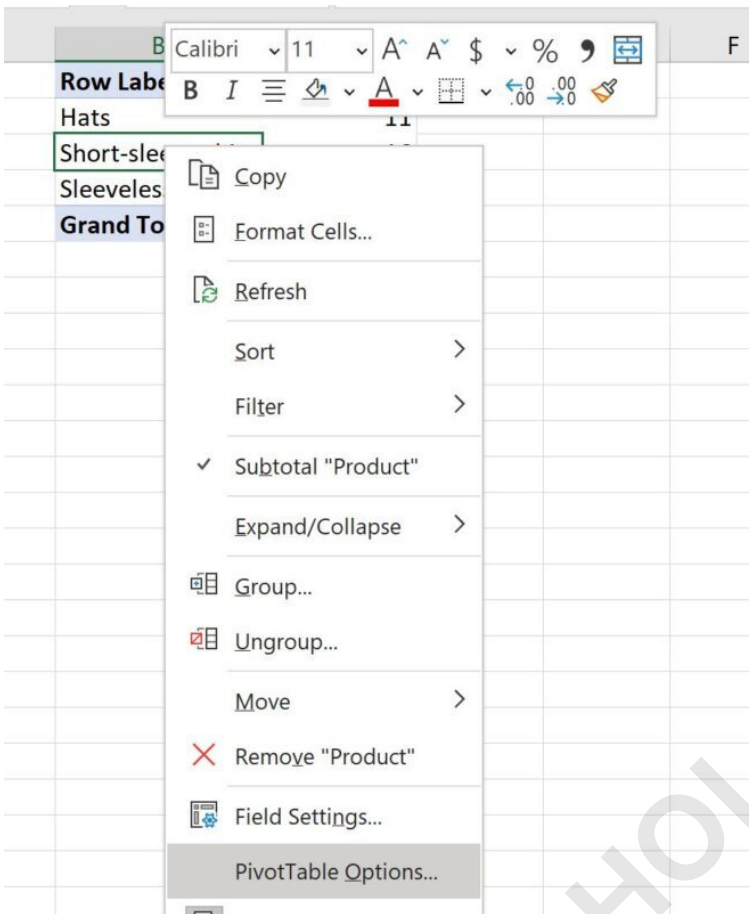
- Clear Filter
- Equals...
- Does Not Equal...
- Greater Than...
- Greater Than Or Equal To...
- Less Than...
- Less Than Or Equal To...
- Between...

**We can then filter for rows where the sum of sales is greater than 10:**

	A	B	C	D	E
1		<b>Row Labels</b>	<b>Sum of Sales</b>		
2		Hats	11		
3		Short-sleeve shirt	16		
4		Sleeveless shirt	17		
5		<b>Grand Total</b>	<b>44</b>		
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

However, notice that the previous label filter has been removed.

By default, Excel does not allow multiple filters in one field in a pivot table.



**In the new window that appears, click the Totals & Filters tab, then check the box next to Allow multiple filters per field, then click OK:**

Row Labels	Sum of Sales
Hats	11
Short-sleeve shirt	16
Sleeveless shirt	17
<b>Grand Total</b>	<b>44</b>

PivotTable Options

PivotTable Name: PivotTable13

Layout & Format Totals & Filters Display Printing Data Alt Text

Grand Totals

- Show grand totals for rows
- Show grand totals for columns

Filters

- Subtotal filtered page items
- Allow multiple filters per field

Sorting

- Use Custom Lists when sorting

OK Cancel

**Now if we filter once again for rows that contain "shirt" then Excel will allow this label filter and the previous value filter to be applied at once:**

	A	B	C	D	E
1		<b>Row Labels</b>	<b>Sum of Sales</b>		
2		Short-sleeve shirt	16		
3		Sleeveless shirt	17		
4		<b>Grand Total</b>	<b>33</b>		
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

**Notice that we're able to filter the pivot table to only show rows that contain "shirt" *and* where the sum of sales is greater than 10.**

#### Additional Resources

**The following tutorials explain how to perform other common operations in Excel:**