

How can I filter the top 10 values in a pivot table using Excel?

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June 30, 2024

RECOMMENDED CITATION

stats writer (2024). *How can I filter the top 10 values in a pivot table using Excel?*.

PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=161374>

Pivot tables in Excel are a powerful tool for organizing and analyzing large sets of data. One useful feature of pivot tables is the ability to filter data based on specific criteria. This allows users to focus on the most relevant information and gain valuable insights. To filter the top 10 values in a pivot table, one can use the "Top 10" feature in the pivot table's filter options. This feature allows users to select the number of top values they want to display and can be sorted by various criteria, such as sum, count, or average. By applying this filter, users can quickly identify the top 10 values in their data and analyze them in more detail. This feature is especially useful for identifying trends, outliers, and other important patterns in the data. Overall, filtering the top 10 values in a pivot table using Excel is a simple yet effective way to gain a deeper understanding of your data.

Excel: Filter Top 10 Values in Pivot Table

The following step-by-step example shows how to filter for the top 10 values in an Excel pivot table.

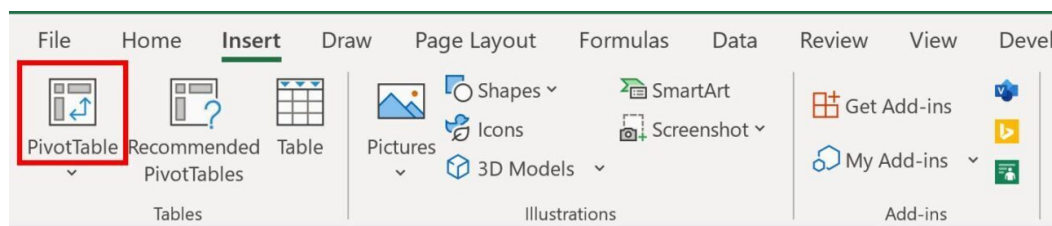
Step 1: Enter the Data

First, let's enter the following sales data for 15 different stores:

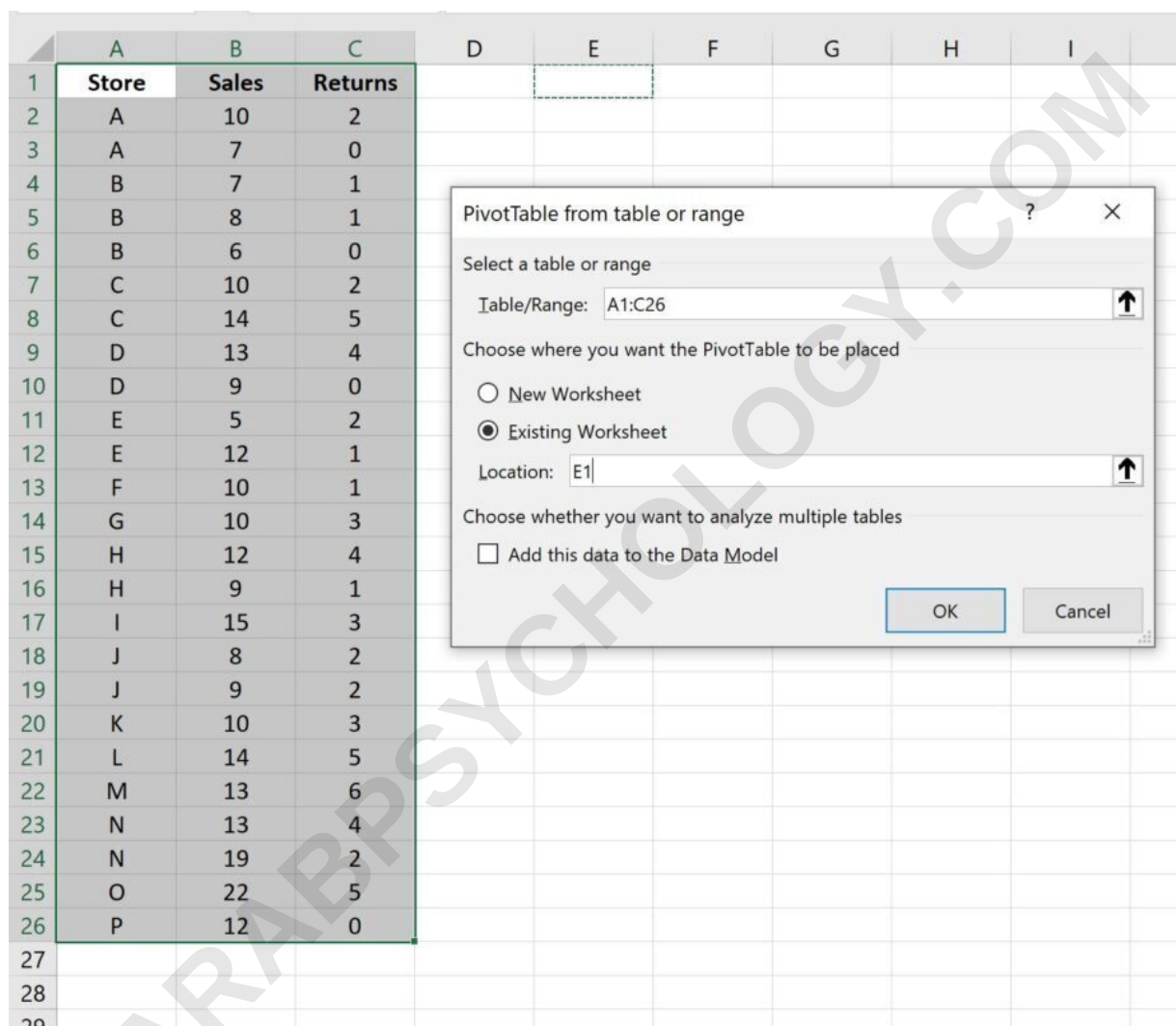
	A	B	C	D	E	F	G
1	Store	Sales	Returns				
2	A	10	2				
3	A	7	0				
4	B	7	1				
5	B	8	1				
6	B	6	0				
7	C	10	2				
8	C	14	5				
9	D	13	4				
10	D	9	0				
11	E	5	2				
12	E	12	1				
13	F	10	1				
14	G	10	3				
15	H	12	4				
16	H	9	1				
17	I	15	3				
18	J	8	2				
19	J	9	2				
20	K	10	3				
21	L	14	5				
22	M	13	6				
23	N	13	4				
24	N	19	2				
25	O	22	5				
26	P	12	0				
27							
28							

Step 2: Create the Pivot Table

To create a pivot table, click the Insert tab along the top ribbon and then click the PivotTable icon:

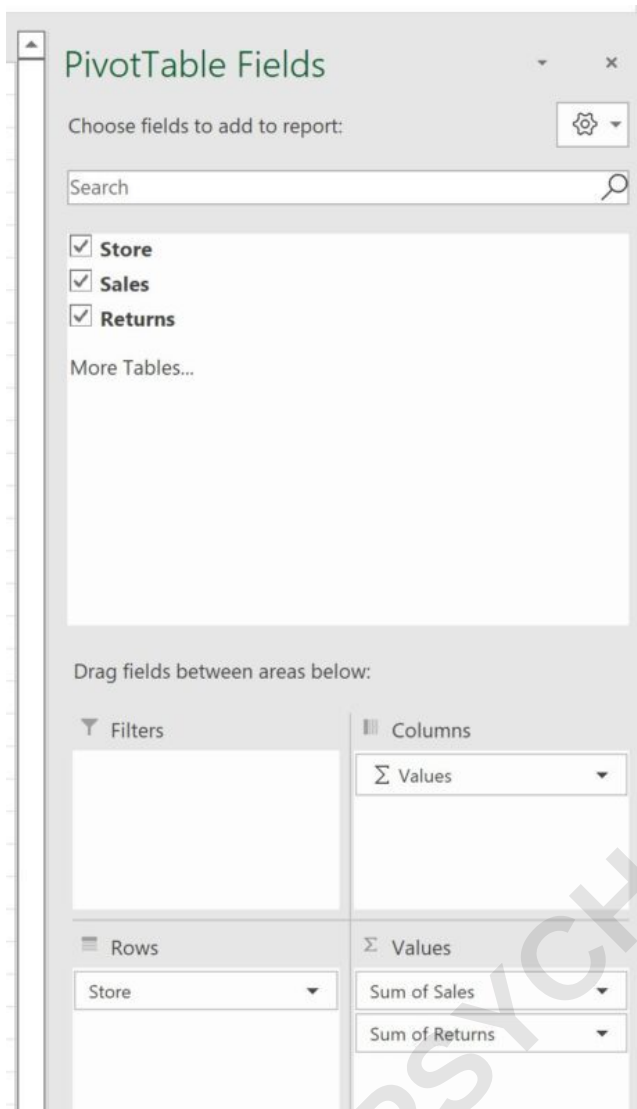


In the new window that appears, choose A1:C26 as the range and choose to place the pivot table in cell E1 of the existing worksheet:



Once you click OK, a new PivotTable Fields panel will appear on the right side of the screen.

Drag the Store field to the Rows box, then drag the Sales and Returns fields to the Values box:



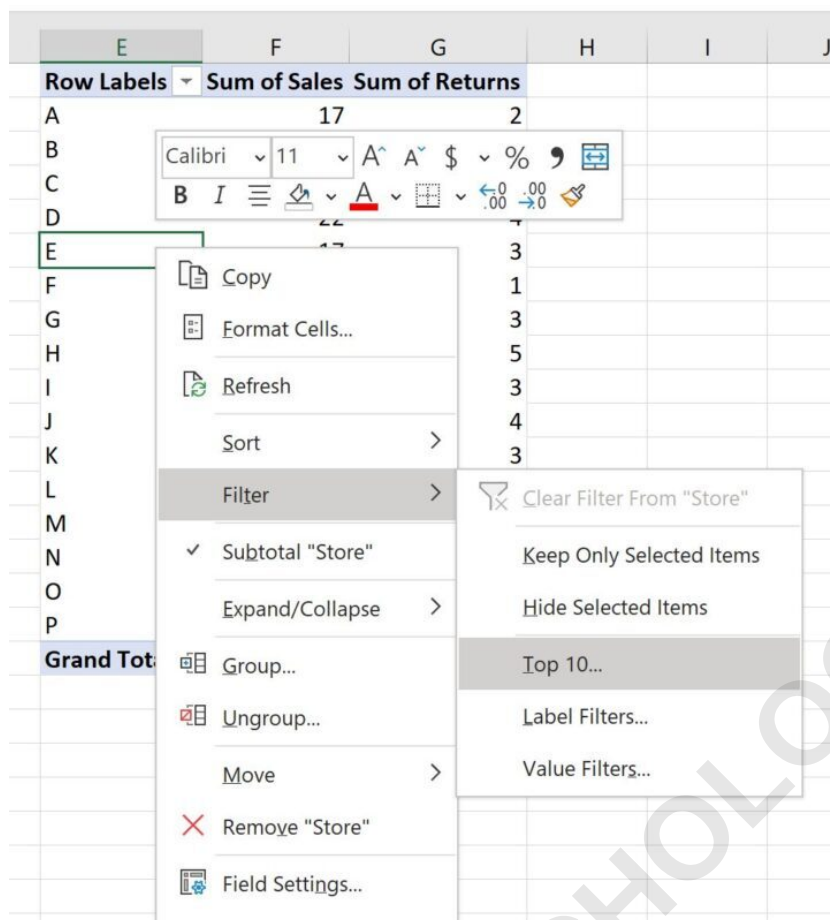
The pivot table will automatically be populated with the following values:

D	E	F	G	H	I
	Row Labels	Sum of Sales	Sum of Returns		
	A	17	2		
	B	21	2		
	C	24	7		
	D	22	4		
	E	17	3		
	F	10	1		
	G	10	3		
	H	21	5		
	I	15	3		
	J	17	4		
	K	10	3		
	L	14	5		
	M	13	6		
	N	32	6		
	O	22	5		
	P	12	0		
	Grand Total	277	59		

Step 3: Filter Top 10 Values in Pivot Table

To only display the 10 stores with the highest values in the Sum of Sales column, right click on any of the store names.

In the dropdown menu that appears, click Filter, then click Top 10:



In the new window that appears, select Top 10 Items by Sum of Sales, then click OK:

	E	F	G	H	I	J	K
	Row Labels	Sum of Sales	Sum of Returns				
A		17	2				
B		21	2				
C		24	7				
D		22	4				
E		17	3				
F		10	1				
G		10	3				
H		21	5				
I							
J							
K							
L							
M							
N							
O							
P		12	0				
	Grand Total	277	59				

Top 10 Filter (Store) ? X

Show

Top 10 Items by Sum of Sales

OK Cancel

The pivot table will automatically be filtered to only show the 10 stores with the top 10 values for the Sum of Sales column:

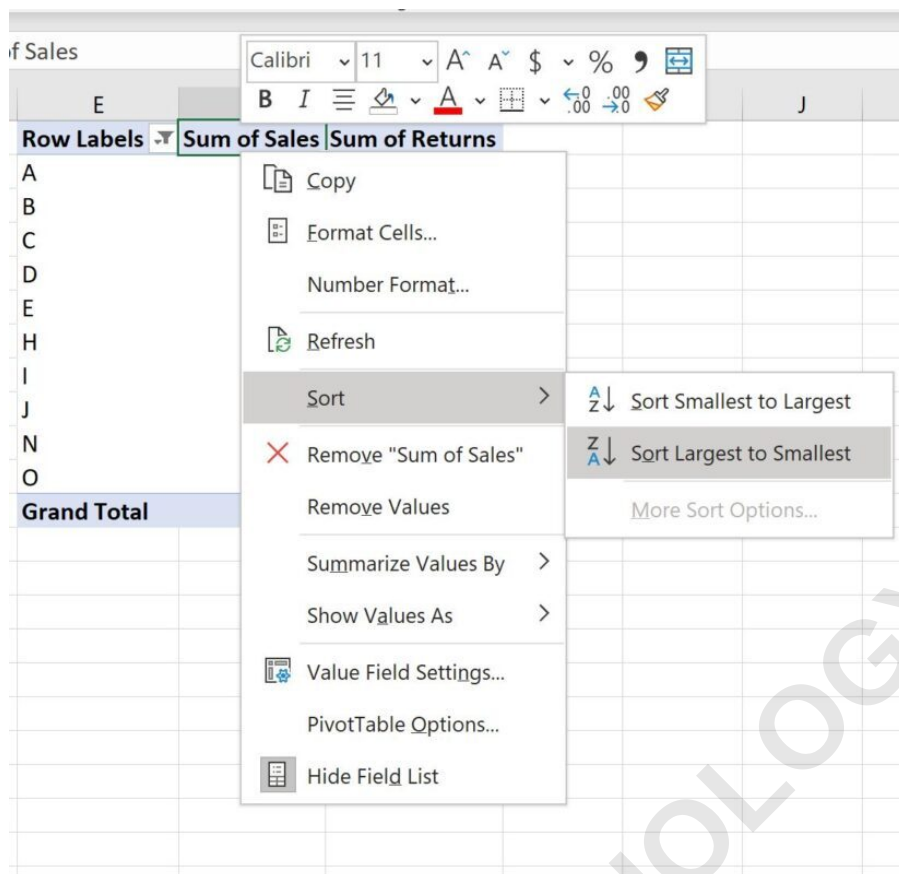
	E	F	G	H
	Row Labels	Sum of Sales	Sum of Returns	
	A	17	2	
	B	21	2	
	C	24	7	
	D	22	4	
	E	17	3	
	H	21	5	
	I	15	3	
	J	17	4	
	N	32	6	
	O	22	5	
	Grand Total	208	41	

Note: You can use a number other than 10 to filter for a different number of top values.

Step 4: Sort the Top 10 Values in Pivot Table (Optional)

Notice that the filter option displays the 10 stores with the highest sales values, but it doesn't automatically display them in sorted order.

To sort the stores by sales values, right click on any value in the Sum of Sales column, then click Sort, then click Sort Largest to Smallest:



The stores in the pivot table will automatically be sorted from largest to smallest based on sales:

D	E	F	G	H	I
	Row Labels	Sum of Sales	Sum of Returns		
	N	32	6		
	C	24	7		
	O	22	5		
	D	22	4		
	B	21	2		
	H	21	5		
	A	17	2		
	J	17	4		
	E	17	3		
	I	15	3		
	Grand Total	208	41		

Additional Resources

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