

# How can I remove blanks in a pivot table in Excel?

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## RECOMMENDED CITATION

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Removing blanks in a pivot table in Excel refers to the process of eliminating any empty or blank cells within the pivot table. This can be done in a few simple steps by adjusting the pivot table settings, such as changing the display format for empty cells or filtering out blank values. By removing blanks in a pivot table, the data will be more organized and accurate, making it easier to analyze and present. This can be particularly useful for creating professional and concise reports or presentations.

## **Excel: Remove Blanks in Pivot Table**

**Often you may want to remove blank values from a pivot table in Excel.**

**Fortunately this is easy to do using the Options button within the PivotTable Analyze tab.**

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

**Example: Remove Blanks in Excel Pivot Table**

**Suppose we have the following dataset in Excel that shows the number of sales made by two individuals during various months:**

	A	B	C	D	E	F	G
1	<b>Names</b>	<b>Month</b>	<b>Sales</b>				
2	Andy	January	40				
3	Andy	February	45				
4	Andy	March	32				
5	Andy	April	38				
6	Bert	February	12				
7	Bert	March	40				
8	Bert	April	22				
9	Bert	May	24				
10	Bert	June	25				
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							

**Now suppose we create the following pivot table to summarize the sales made by each individual each month:**

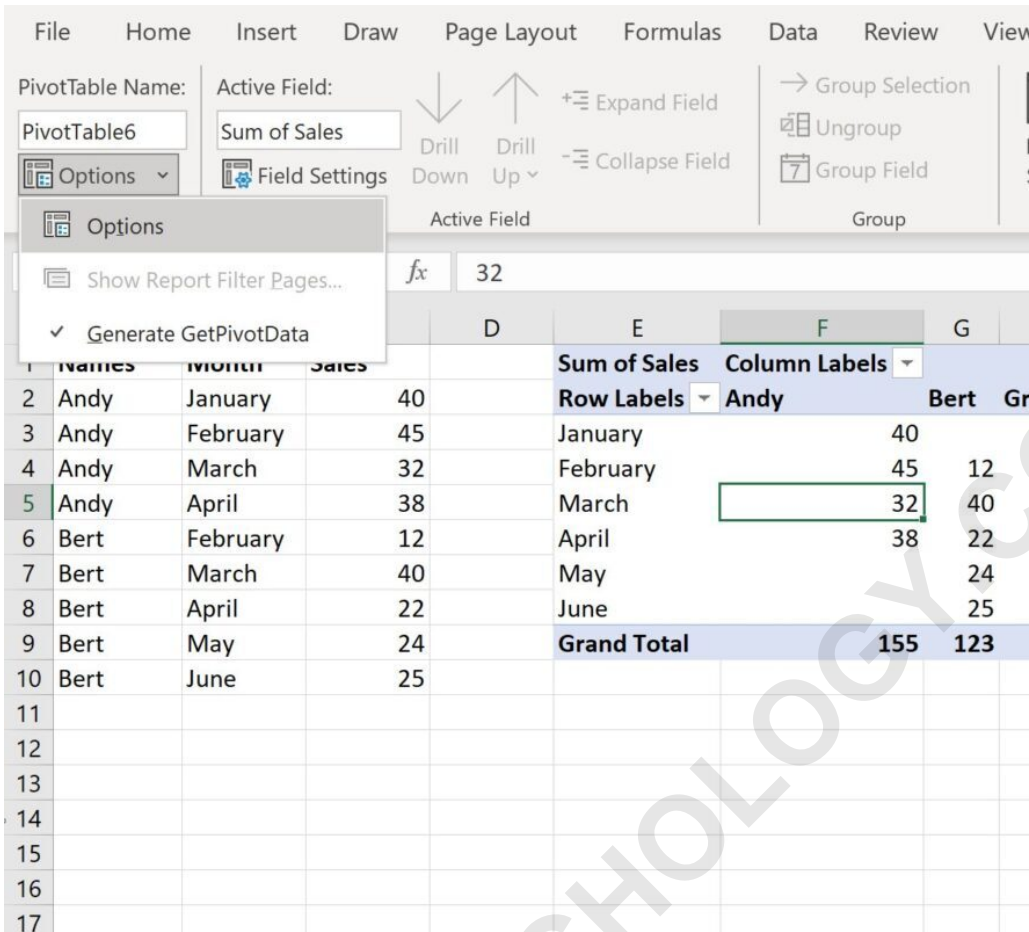
	A	B	C	D	E	F	G	H
1	<b>Names</b>	<b>Month</b>	<b>Sales</b>		<b>Sum of Sales</b>	<b>Column Labels</b> ▼		
2	Andy	January	40		<b>Row Labels</b> ▼	<b>Andy</b>	<b>Bert</b>	<b>Grand Total</b>
3	Andy	February	45		January		40	40
4	Andy	March	32		February		45	12
5	Andy	April	38		March		32	40
6	Bert	February	12		April		38	22
7	Bert	March	40		May			24
8	Bert	April	22		June			25
9	Bert	May	24		<b>Grand Total</b>		<b>155</b>	<b>123</b>
10	Bert	June	25					
11								
12								
13								
14								
15								
16								
17								

**Notice there are several blank values in the pivot table where Andy or Bert had no sales during specific months.**

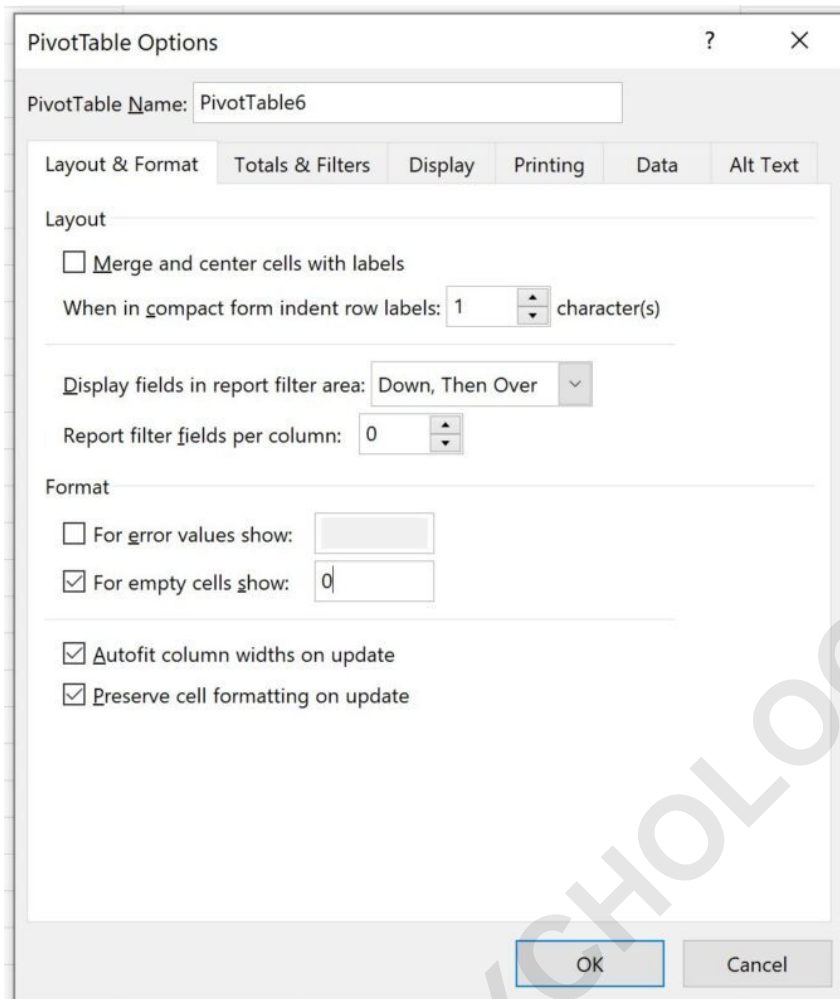
**To replace these blanks with zeros, click on any cell in the pivot table.**

**Then click the PivotTable Analyze tab along the top ribbon.**

**Then click the Options button:**

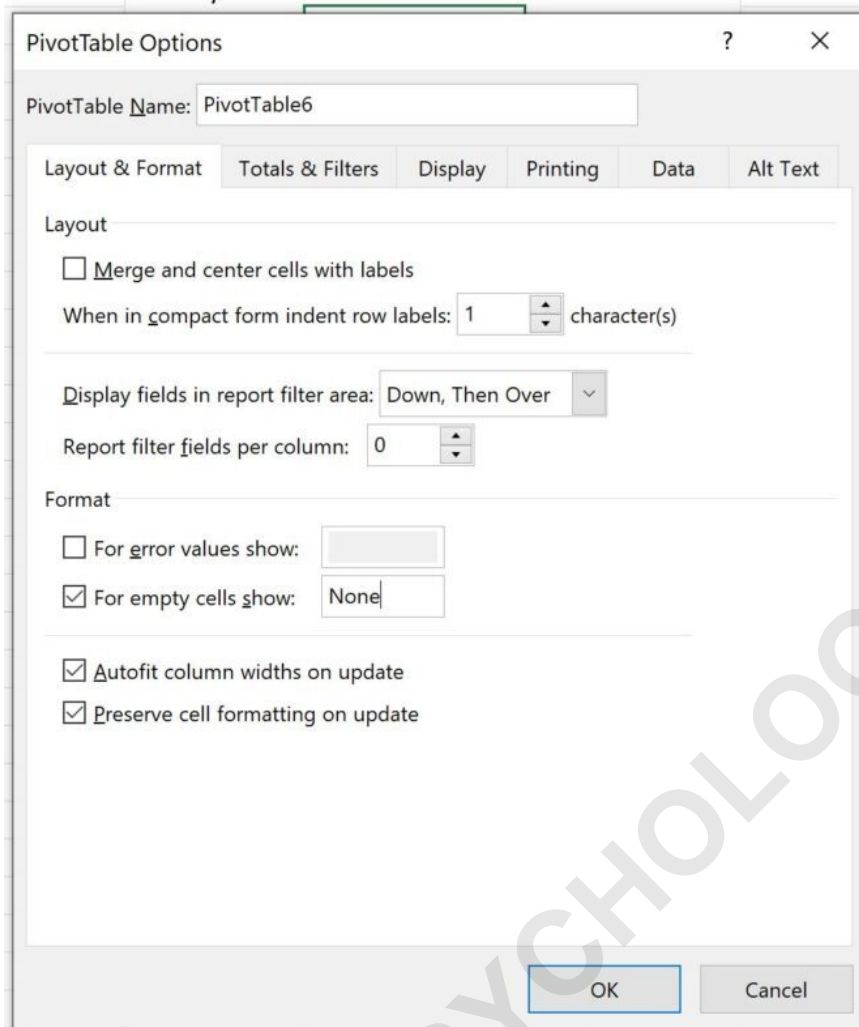


**In the new window that appears, make sure the box is checked next to For empty cells show: and then type in a zero:**



**Once you click OK, the blank cells in the pivot table will automatically be replaced with zeros:**





**The blank values in the pivot table would then be replaced by this value:**

