

How do I sort a pivot table by grand total in Excel?

Authored by
stats writer

June 30, 2024

RECOMMENDED CITATION

stats writer (2024). *How do I sort a pivot table by grand total in Excel?*. PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=161467>

Pivot tables in Excel are a useful tool for organizing and analyzing large amounts of data. However, when working with pivot tables, it may be necessary to sort the data by the overall total, also known as the grand total. To do this, simply select the pivot table and use the "Sort" function to sort the data by the grand total column. This will rearrange the data in descending or ascending order based on the grand total, allowing for a clearer understanding of the data. Sorting by grand total can be helpful in identifying trends and patterns within the data set.

Sort Pivot Table by Grand Total in Excel

The following step-by-step example shows how to sort an Excel pivot table by the grand total values.

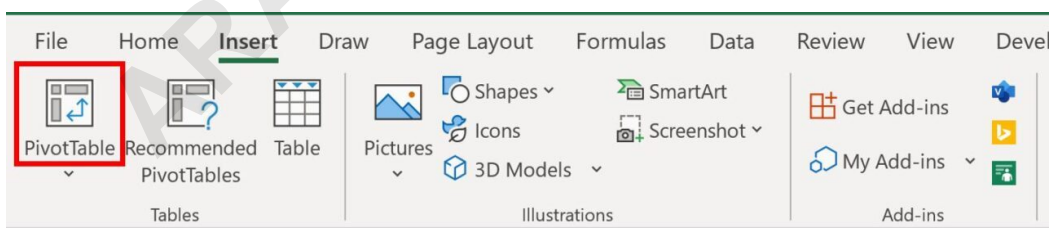
Step 1: Enter the Data

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

	A	B	C	D	E	F
1	Store	Product	Quantity			
2	A	Laptop	4			
3	A	TV	9			
4	A	TV	5			
5	A	Laptop	6			
6	A	Phone	6			
7	B	Phone	3			
8	B	TV	2			
9	B	Laptop	7			
10	B	TV	5			
11	B	Phone	4			
12	C	Phone	4			
13	C	Phone	6			
14	C	Laptop	3			
15	C	TV	10			
16	C	Laptop	4			
17						
18						
19						

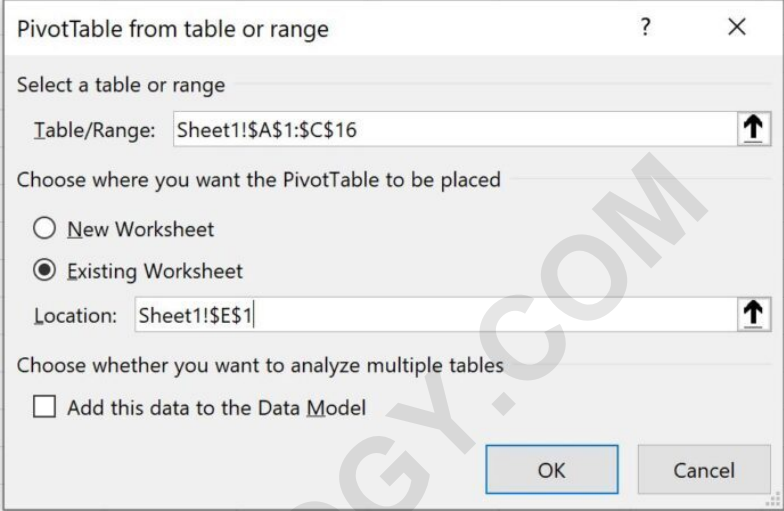
Step 2: Create the Pivot Table

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:C16 as the range and choose to place the pivot table in cell E1 of the existing worksheet:

	A	B	C	D	E	F	G	H	I
1	Store	Product	Quantity						
2	A	Laptop	4						
3	A	TV	9						
4	A	TV	5						
5	A	Laptop	6						
6	A	Phone	6						
7	B	Phone	3						
8	B	TV	2						
9	B	Laptop	7						
10	B	TV	5						
11	B	Phone	4						
12	C	Phone	4						
13	C	Phone	6						
14	C	Laptop	3						
15	C	TV	10						
16	C	Laptop	4						
17									
18									
19									
20									
21									
22									
23									



PivotTable from table or range

Select a table or range

Table/Range: Sheet1!\$A\$1:\$C\$16

Choose where you want the PivotTable to be placed

New Worksheet

Existing Worksheet

Location: Sheet1!\$E\$1

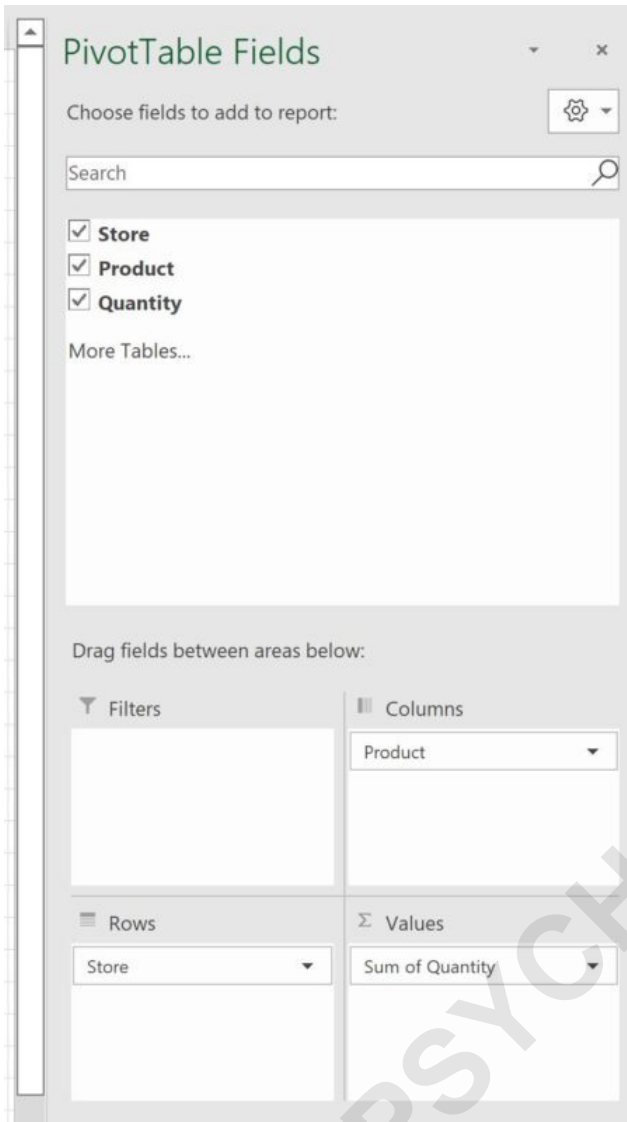
Choose whether you want to analyze multiple tables

Add this data to the Data Model

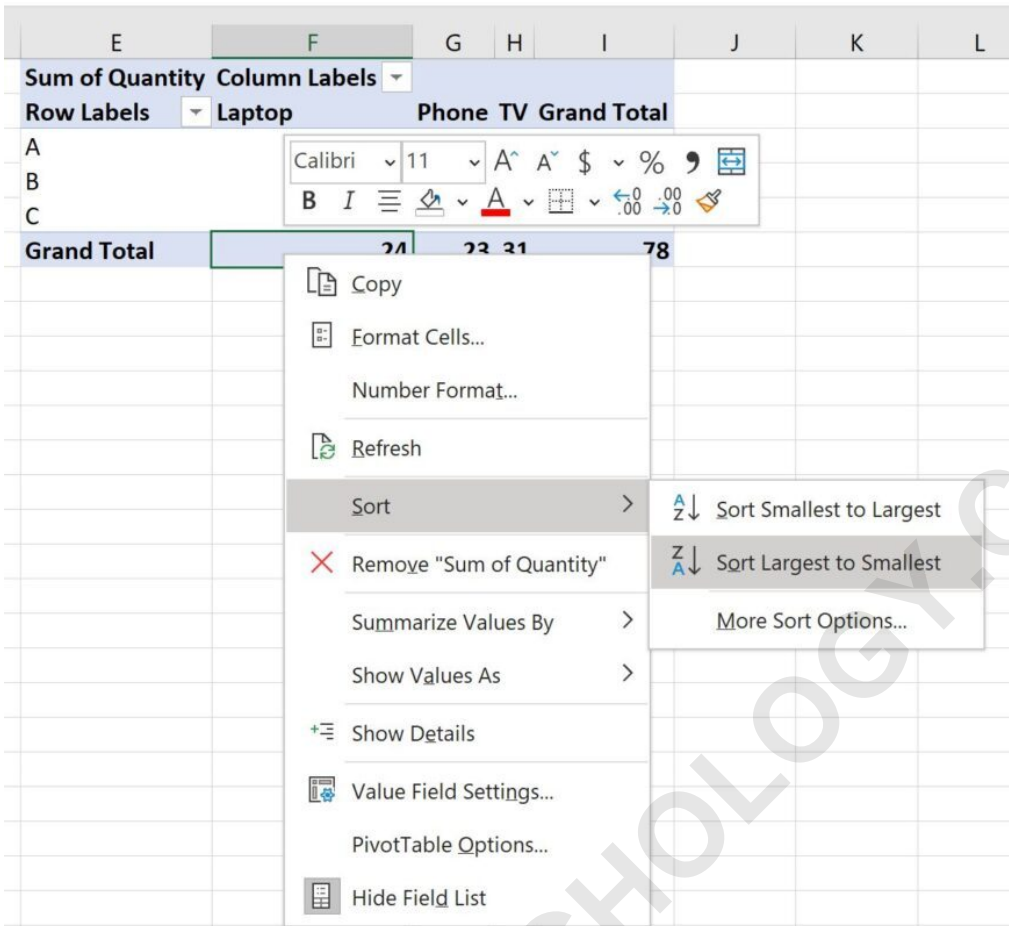
OK Cancel

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

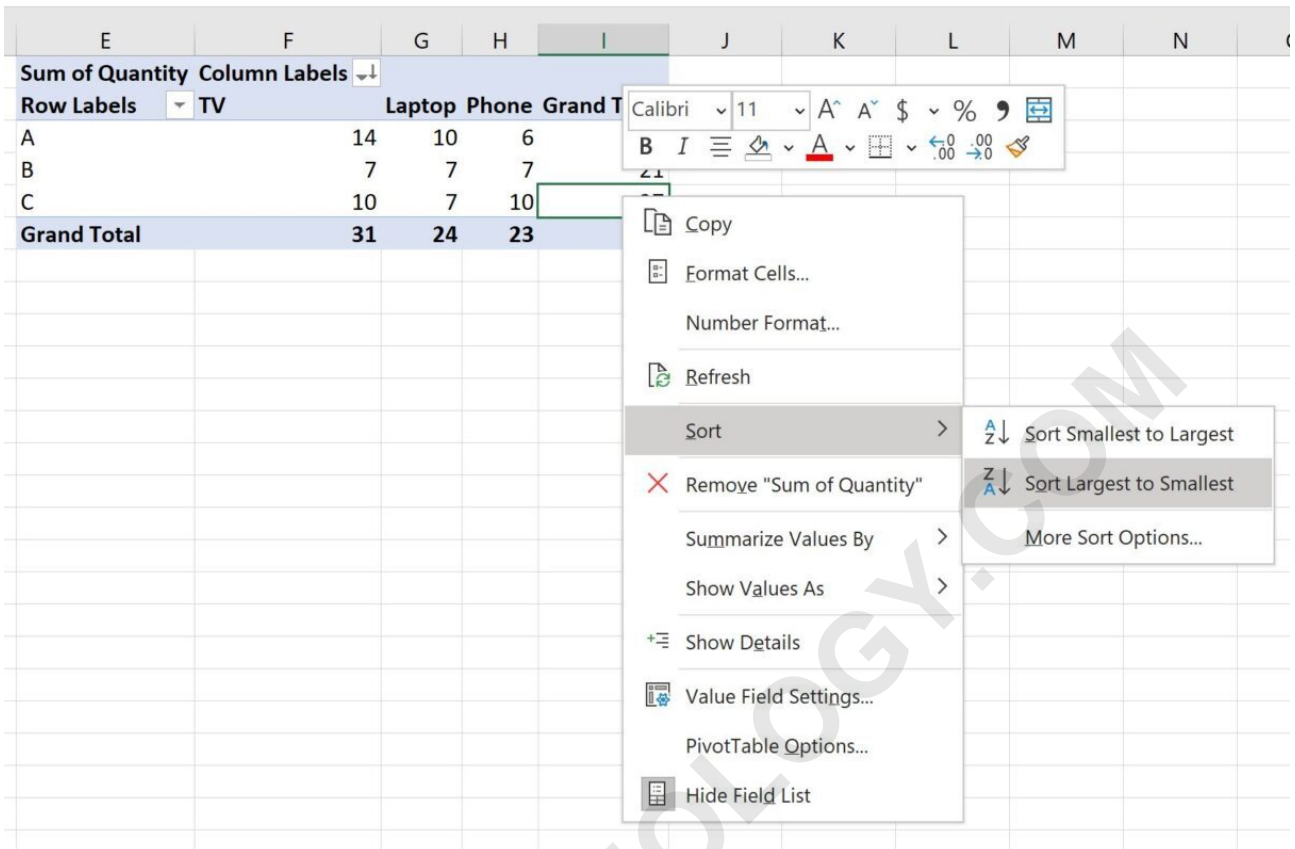
Drag the Store field to the Rows box, then drag the Product field to the Columns box, then drag the Quantity field to the Values box:



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



The columns of the pivot table will automatically be sorted from largest to smallest:



The rows of the pivot table will automatically be sorted from largest to smallest:

