

Update Pivot Table Range in Excel (With Example)

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RECOMMENDED CITATION

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The following step-by-step example shows how to update the range for a pivot table in Excel.

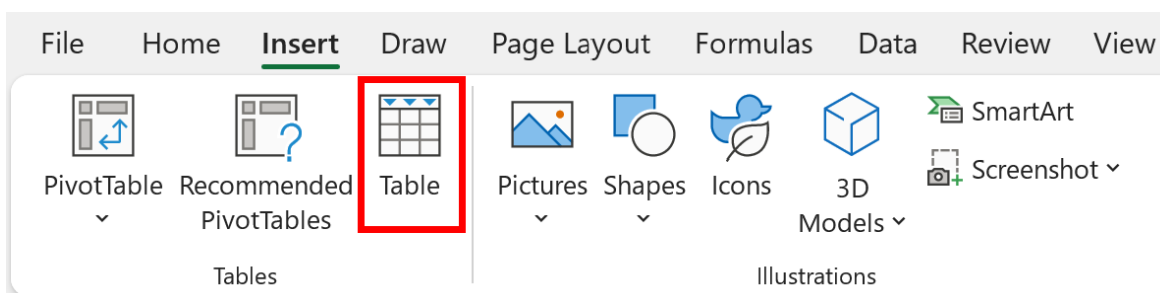
Step 1: Enter the Data

First, let's enter the following data that contains information about points and assists for basketball players on various teams:

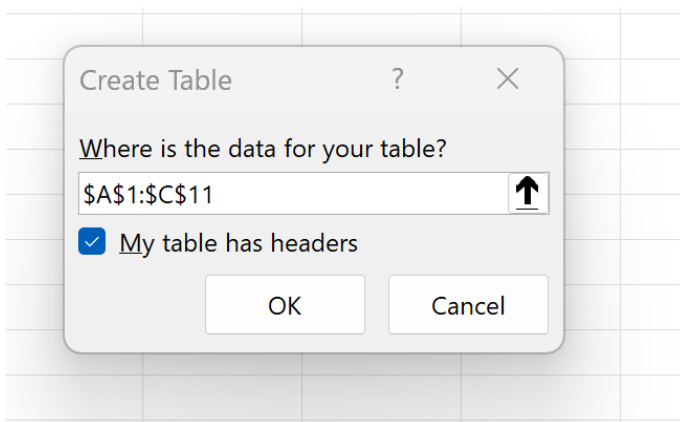
	A	B	C	D	E	F
1	Team	Points	Assists			
2	Mavs	22	4			
3	Spurs	19	9			
4	Rockets	15	3			
5	Mavs	15	8			
6	Warriors	29	12			
7	Spurs	24	10			
8	Rockets	40	8			
9	Mavs	35	3			
10	Warriors	23	6			
11	Warriors	33	2			
12						
13						
14						
15						
16						
17						

Step 2: Convert Range to Table

Next, we will convert the range for the original dataset into a table by highlighting the range **A1:C11**, then clicking the **Insert** tab along the top ribbon, then clicking the **Table** icon:



In the new window that appears, choose **A1:C11** as the range for your table and check the box next to **My table has headers**:

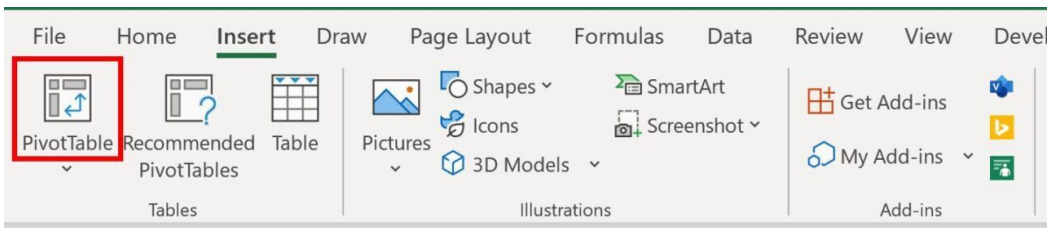


Once you click **OK**, the original range will automatically be converted into a table:

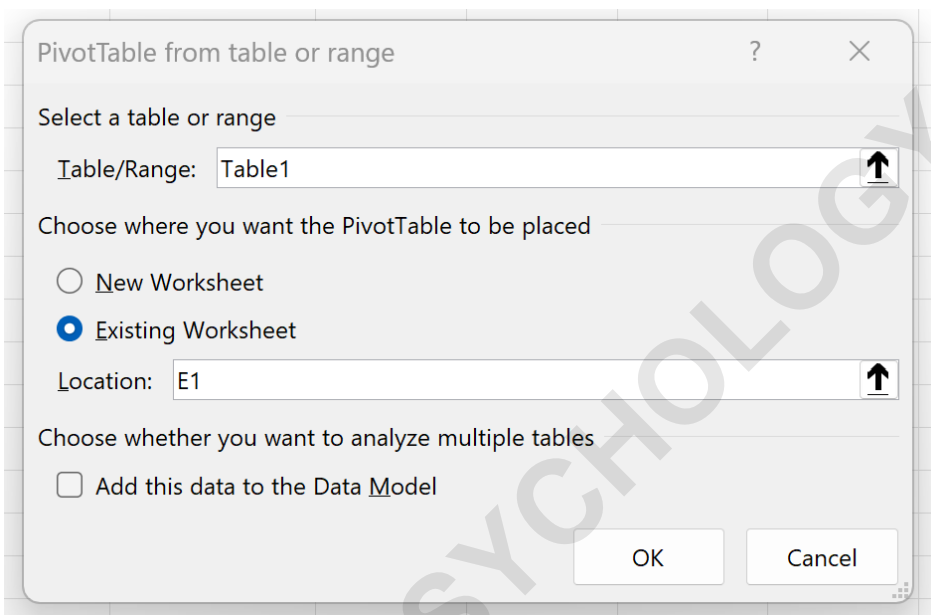
	A	B	C	D	E
1	Team	Points	Assists		
2	Mavs	22	4		
3	Spurs	19	9		
4	Rockets	15	3		
5	Mavs	15	8		
6	Warriors	29	12		
7	Spurs	24	10		
8	Rockets	40	8		
9	Mavs	35	3		
10	Warriors	23	6		
11	Warriors	33	2		
12					
13					
14					
15					

Step 3: Create the Pivot Table

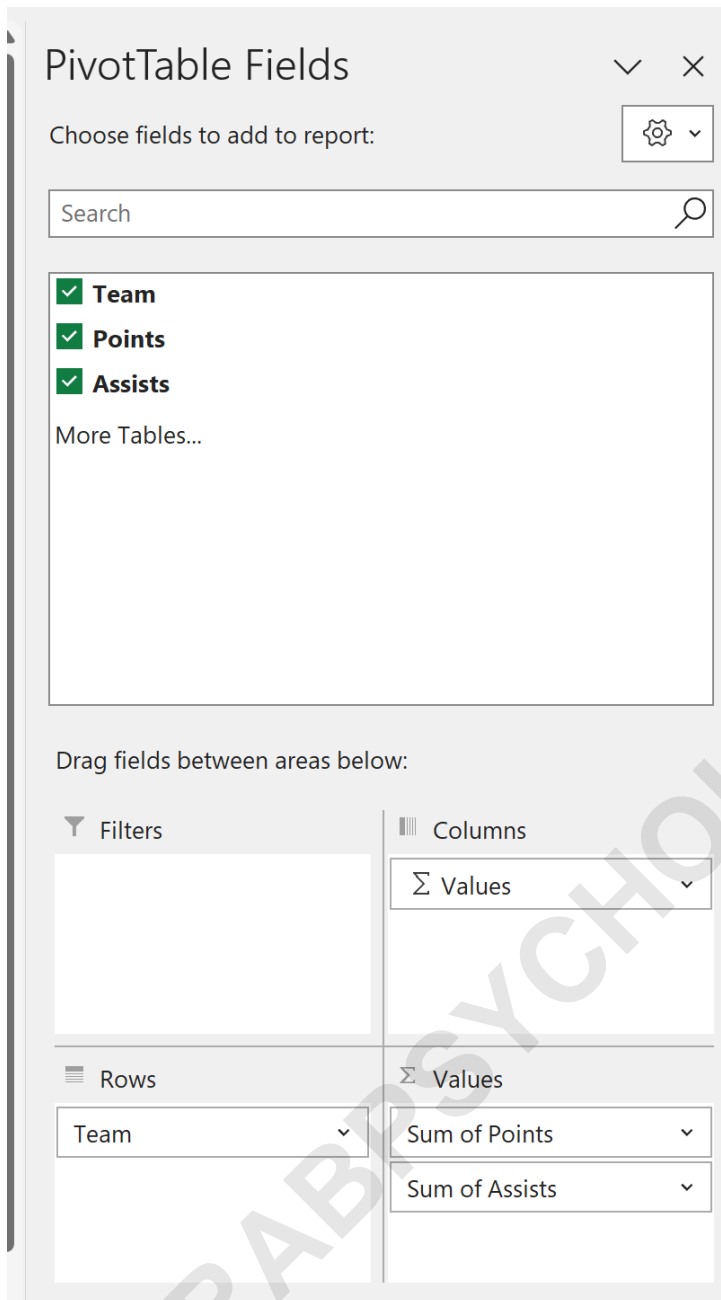
To create a pivot table, highlight the cell range **A1:C11**, then click the **Insert** tab along the top ribbon and then click the **PivotTable** icon:



In the new window that appears, type **Table1** (or whatever your table happens to be called) in the **Table/Range** box 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.



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

	A	B	C	D	E	F	G
1	Team ▼	Points ▼	Assists ▼		Row Labels ▼	Sum of Points	Sum of Assists
2	Mavs	22	4		Mavs	72	15
3	Spurs	19	9		Spurs	43	19
4	Rockets	15	3		Rockets	55	11
5	Mavs	15	8		Warriors	85	20
6	Warriors	29	12		Grand Total	255	65
7	Spurs	24	10				
8	Rockets	40	8				
9	Mavs	35	3				
10	Warriors	23	6				
11	Warriors	33	2				
12							
13							
14							
15							
16							
17							

Step 4: Update the Pivot Table Range

Now suppose we add one new row to the original table that includes information about a player on the Celtics" team:

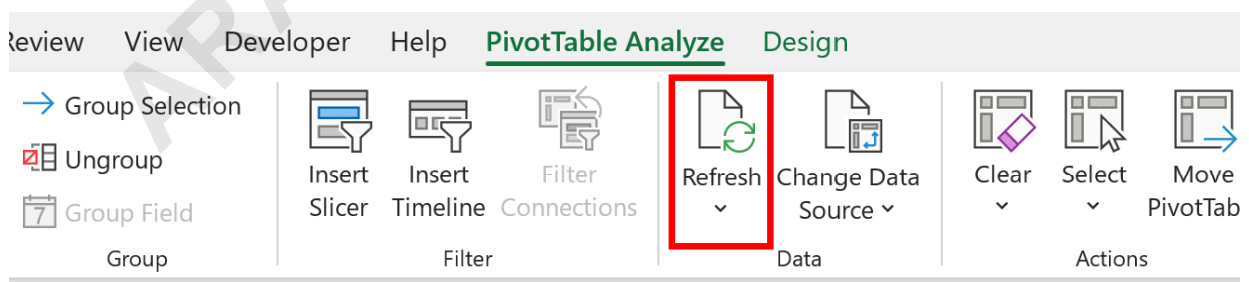
	A	B	C	D	E	F	G
1	Team	Points	Assists		Row Labels	Sum of Points	Sum of Assists
2	Mavs	22	4		Mavs	72	15
3	Spurs	19	9		Spurs	43	19
4	Rockets	15	3		Rockets	55	11
5	Mavs	15	8		Warriors	85	20
6	Warriors	29	12		Grand Total	255	65
7	Spurs	24	10				
8	Rockets	40	8				
9	Mavs	35	3				
10	Warriors	23	6				
11	Warriors	33	2				
12	Celtics	20	7				
13							
14							
15							
16							

Note that once we press **Enter**, this new row will automatically be included in the table.

However, the pivot table will not automatically update.

In order to update the values in the pivot table, we must first click on any cell in the pivot table to make it active.

Then, click the **PivotTable Analyze** tab along the top ribbon, then click the **Refresh** button in the **Data** group:



The pivot table will automatically update to include the values for this new player on the Celtics" team that we added to the original table:

	A	B	C	D	E	F	G
1	Team ▼	Points ▼	Assists ▼		Row Labels ▼	Sum of Points	Sum of Assists
2	Mavs	22	4		Mavs	72	15
3	Spurs	19	9		Spurs	43	19
4	Rockets	15	3		Rockets	55	11
5	Mavs	15	8		Warriors	85	20
6	Warriors	29	12		Celtics	20	7
7	Spurs	24	10		Grand Total	275	72
8	Rockets	40	8				
9	Mavs	35	3				
10	Warriors	23	6				
11	Warriors	33	2				
12	Celtics	20	7				
13							
14							
15							
16							

Now each time you modify the data in the original table, you simply need to click the **Refresh** button to update the values in the pivot table.