

Office 2016– Excel Basics 22

Video/Class Project #34

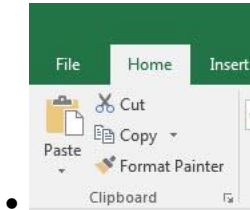
Excel Basics 22: Set Default PivotTable Layout & Options in Excel 2016 Office 365 or Later

Goal in video # 22: Learn about how to set Default Layout for a PivotTable in Excel 2016 Office 365 or later versions.

Topics Covered in Video:

- 1) If you have Excel 2016, Office 365 or later versions you can set the Default Layout for a PivotTable with these steps:

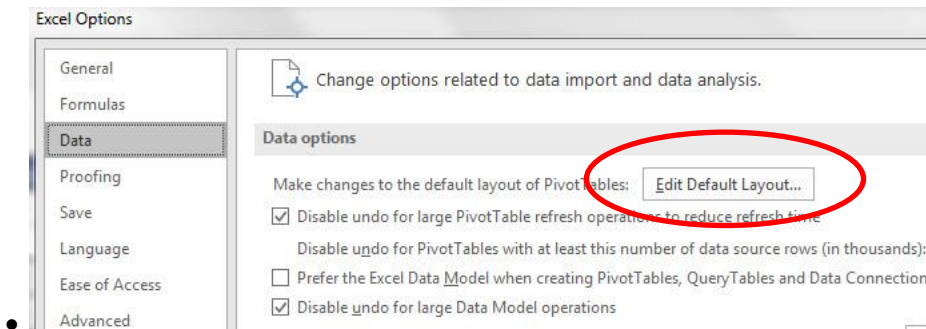
- i. File Menu:



- ii. Options:



- iii. In the Excel Options dialog box on the left click on Data, then click Edit Default Layout button:



- iv. Then set your default settings for Layout and Options in the Edit Default Layout dialog box:

