



Module 55: Timeline in Pivot Table

55.1 Timeline in Pivot Table

When using pivot tables in Excel, the timeline feature helps to make your reports graphically interactive and much easier to use.

For example, with the timeline feature there is no need to use filters to show dates. Instead, the pivot table feature will do that for you. Furthermore, the timeline feature in a pivot table is a box that is added; it will let you filter data by time and zoom in on the period you need to see. If you're working with many highly detailed levels of data then using the timeline feature is a great way to pull up specific information within certain pivot tables more quickly and easily.

To insert a Timeline:- Select your pivot table, go to the Insert tab and choose Timeline. Select the tick box and click on OK. You can then start applying your filters.

55.2 Instructional Video

Timeline in Pivot Table - 2m 24s

55.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded, follow the video above and you will see how to use Timeline in Pivot Tables.

[Download Worksheet](#)

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