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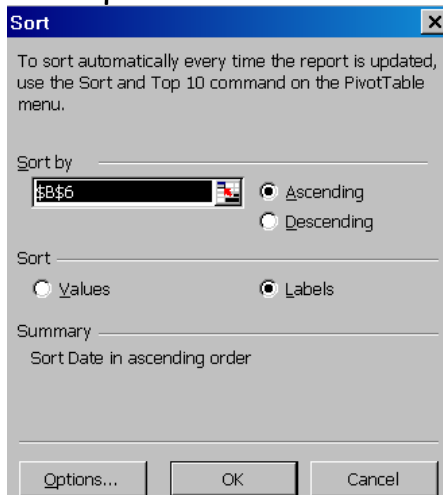
Tip Category: PivotTables

Question: Can you customise your sort option in a PivotTable?

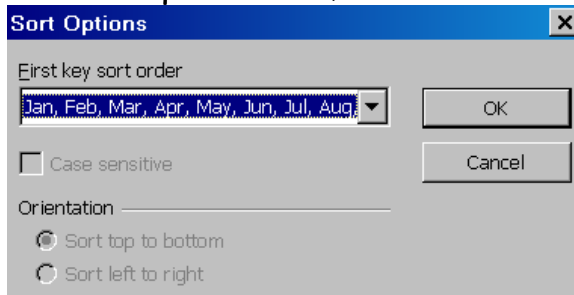
Answer: Yes, by using a Custom List.

Microsoft Excel 2003 process:

1. Select any cell in the column you would like to sort in the PivotTable
2. From the **Menu** bar, select **Data, Sort**
3. Select **Options**

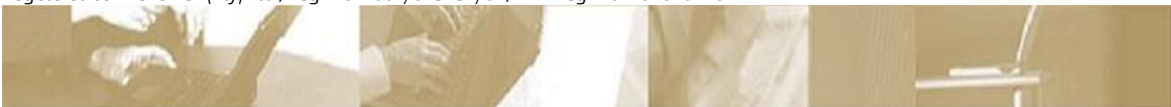


4. From the **drop down** arrow, select the **sort order** e.g. Jan, Feb, Mar...



5. Select **OK**

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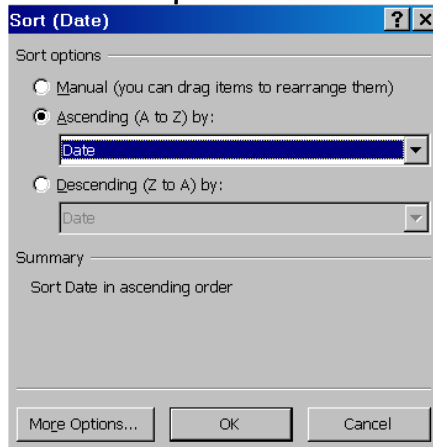




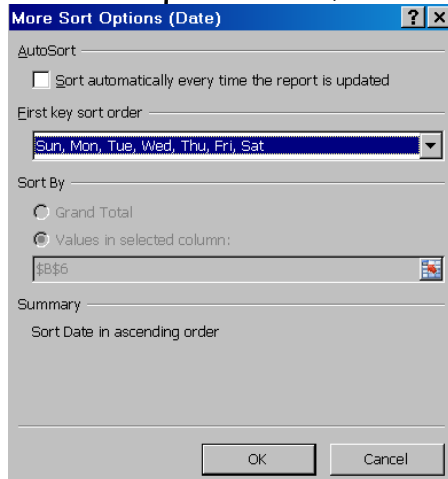
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Microsoft Excel 2007 process:

1. Select any cell in the column you would like to sort in the PivotTable
2. From the **Home** tab, in the **Editing** group, select **Sort & Filter**
3. Select **Custom Sort**
4. Select **More Options**



5. De-select, **Sort automatically every...**
6. From the **drop down** arrow, select the **sort order** e.g. Jan, Feb, Mar...



7. Select **OK**



In the **PivotTable options** dialogue box, under the **Tools & Filters** tab, you can select **Use Custom List when sorting**.

This will ensure that your **PivotTable** will by **default** use the **Custom List**.

