### Pivot Table Tips

For more information, see [Using Pivot Tables](#).

<table>
<thead>
<tr>
<th>Action</th>
<th>Tip</th>
</tr>
</thead>
</table>
| **Resize a Column or Row**  | **Auto-size**  
Double click the column or row margin.  
**Manual**  
Drag the column or row margin to the desired position. |
| **Highlight/Select Table Sections** | **Row**  
[Alt] + click  
**Column – Label**  
Click the column header.  
**Column – Fact**  
Click anywhere in the fact column. |
| **Remove Label**            | Right click a value in the Outliner.  
Select **Remove**. |
| **Add Label**               | Drag values from the Catalog to the Outliner. |
| **Reorder Labels**          | In the Outliner, drag the label to the desired position. |
| **Pivot Table**             | In the Outliner, drag labels from the Side Label frame to the Top Label frame, or vice versa.  
**-OR-**  
Click the label handle and drag it to either the top or side of the table. |
| **Drill/Drill Up**          | **Drill**  
Right click the value you would like to drill from.  
Select **Drill Anywhere**.  
**Select the label you would like to drill to.**  
**Drill Up**  
In the Outliner, right click the label you drilled to.  
Select **Drill Up**. |
| **Hide Items**              | Right click the value to be hidden.  
Select **Hide Items**. |
| **Focus on Items**          | Right click the value you wish to focus on.  
Select **Focus on Items**. |
| **Show Hidden Items**       | In the Outliner, right click the label of the value you hid or focused on.  
Select **Show Hidden Item**. |
| **Group Items**             | Highlight the items to be grouped.  
Click **Group Items** (the paperclip icon) in the toolbar. |
| **Add Totals**              | Highlight the label column for which you want to add totals.  
Right click and select **Add Totals**. |
| **Rename an Item**          | Double click the item you wish to rename.  
Type in the new name and click [OK]. |
| **Update Font**             | Highlight the section you wish to update.  
Use the **Format** toolbar to change the font. |