**Get to the right information quickly in Excel 2010**

Microsoft® Excel® 2010 delivers new tools that help you search and display information faster and easier. With search in tables and PivotTables® and filter capability directly in PivotCharts®, finding the right data and visual for your analysis is a snap.

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| |  | | --- | | * **Search by Value**   When working with a large number of data, up to thousands – even millions\* – of items, the new search feature can help you locate that one important entry quickly.  *Step by Step:*   1. Select your PivotTable or table. When searching in tables, make sure your filter is turned on by clicking on the Filter command under the Data tab. 2. Select the downarrow buttondownarrow.PNG to the right of the row label heading. In the **Search** text box, enter the value for which you want to search. For example, you have a PivotTable that shows revenue for all your stores but you only want to look at the revenue from the Redmond Way store. You’d enter “Redmond Way” as the value. 3. Click **OK**. The resulting PivotTable report will show   FilterRedmondWayDialogBox.pngjust the Redmond Way store revenue.  FilterbyRedmondWay.png | | * **Create and Filter in PivotCharts**   PivotCharts provide dynamic views for visual analysis and reporting. Excel 2010 adds interactive buttons to the PivotChart so you can filter directly on the chart without having to go back and forth between the chart and the PivotTable.  *Step by Step:*  1. On the **Insert** tab, in the **Tables** group, click **PivotTable**, and then select **PivotChart**.    2. In the **Create PivotTable with PivotChart** dialog box, enter your data range and location where you want your PivotTable and PivotChart to appear, and then click **OK**.    3. In your PivotChart, click one of the interactive buttons (Field Button arrows  ), then check or uncheck the check boxes to customize what you’d like to display. |