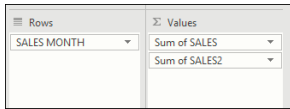
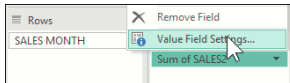


## Difference From Previous Month

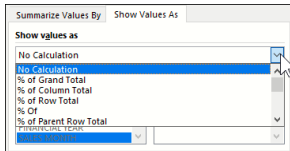
1. Open **Difference From Previous&Conditional Formatting.xlsx**
2. Drag **SALES** to **Values** box in PivotTable Fields pane.



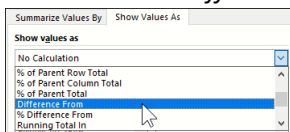
3. Click the down arrow for *Sum of SALES2* and select **Value Field Settings** menu.



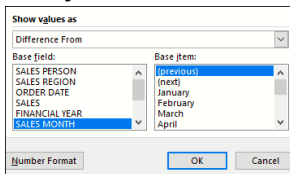
4. In Custom Name text box type: **Difference From**
5. Click the **Show Values As** tap and click the down arrow for **Show Values As** list.



6. Scroll down to *Difference From* and click on **Difference From**.



7. *Base field* should be **SALES MONTH**, in *Base item* list select (**previous**).



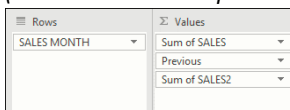
8. Click the **OK** button.

Your screen should look like this.

	Column Labels					
	2012		2013		2014	
Row Labels	Sum of SALES	Difference From	Sum of SALES	Difference From	Sum of SALES	Difference From
January	771,186		872,080		1,074,820	
February	867,220	= 96034	909,654	37574	807,257	-267563
March	784,136	-83084	1,031,596	121942	1,013,466	206209
April	908,666	124530	968,855	-62741	836,559	-176907
May	893,039	-15627	850,502	-118353	791,095	-45464
June	786,918	-106121	981,050	130548	771,976	-19119
July	1,056,573	269655	854,835	-126215	873,543	101567
August	806,719	-249854	1,002,597	147762	599,246	-274297
September	863,089	56370	814,513	-188084	1,011,288	412042
October	873,208	10119	931,193	116680	1,059,308	48020
November	923,402	50194	769,352	-161841	812,659	-246649
December	854,090	-69312	1,031,897	262545	1,006,745	194086
<b>Grand Total</b>	<b>10,388,246</b>		<b>11,018,124</b>		<b>10,657,962</b>	

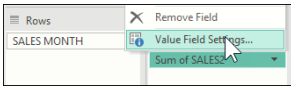
## % Difference From Previous Month

1. Drag **SALES** to **Values** box in PivotTable Fields pane.  
( Notice **Previous** represents "Difference From" in the PivotTable.)

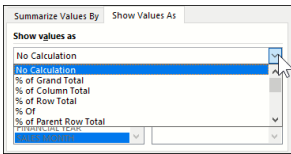


(Sum of SALES2 is the new added column to be modified.)

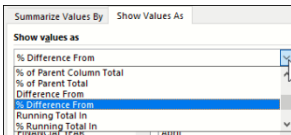
- Click the down arrow for *Sum of SALES2* and select **Value Field Settings** menu.



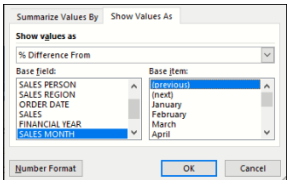
- In Custom Name text box type: **% of Difference From**
- Click the **Show Values As** tab and click the down arrow for **Show Values As** list.



- Scroll down to *% Difference From* and click on **% Difference From**.



- Base field* should be **SALES MONTH**, in *Base item* list select **(previous)**.



- Click the **OK** button.

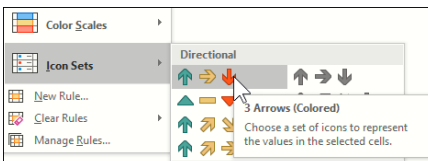
Your screen should look like this.

Column Labels		2012		2013		2014			
Row Labels	Sum of SALES	Difference From	% of Difference From	Sum of SALES	Difference From	% of Difference From	Sum of SALES	Difference From	% of Difference From
January	771,186			872,080			1,074,820		
February	867,220	96034	12.45%	909,654	37574	4.31%	807,257	-267563	-24.89%
March	784,136	-83084	-9.58%	1,031,596	121942	13.41%	1,013,466	206209	25.54%
April	908,666	124530	15.88%	968,855	-62741	-6.08%	836,559	-176907	-17.46%
May	893,039	-15627	-1.72%	850,502	-118353	-12.22%	791,095	-45464	-5.43%
June	786,918	-106121	-11.88%	981,050	130548	15.35%	771,976	-19119	-2.42%
July	1,056,573	269655	34.27%	854,835	-126215	-12.87%	873,543	101567	13.16%
August	806,719	-249854	-23.65%	1,002,597	147762	17.29%	599,246	-274297	-31.40%
September	863,089	56370	6.99%	814,513	-188084	-18.76%	1,011,288	412042	68.76%
October	873,208	10119	1.17%	931,193	116680	14.33%	1,059,308	48020	4.75%
November	923,402	50194	5.75%	769,352	-161841	-17.38%	812,659	-246649	-23.28%
December	854,090	-69312	-7.51%	1,031,897	262545	34.13%	1,006,745	194086	23.88%
<b>Grand Total</b>	<b>10,388,246</b>			<b>11,018,124</b>			<b>10,657,962</b>		

## A Conditional Formatting Visual Touch

- Using **CTRL** key select all three columns of **Difference From**.

- On the *Home* ribbon, click the **Conditional Formatting** button.
- Click the *Icon Sets* menu and select **3 Arrows**.



Your screen should look like this.

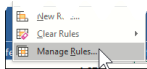
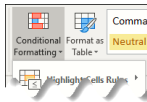
	2012			2013			2014		
Row Labels	Sum of SALES	Difference From	% of Difference From	Sum of SALES	Difference From	% of Difference From	Sum of SALES	Difference From	% of Difference From
January	771,186			872,080			1,074,820		
February	867,220	96034	12.45%	909,654	37574	4.31%	807,257	-267563	-24.89%
March	784,136	-83084	-9.58%	1,031,596	121942	13.41%	1,013,466	206209	25.54%
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December	854,090	-69312	-7.51%	1,031,897	262545	34.13%	1,006,745	194086	23.88%
<b>Grand Total</b>	<b>10,388,246</b>			<b>11,018,124</b>			<b>10,657,962</b>		

## To show only Icons

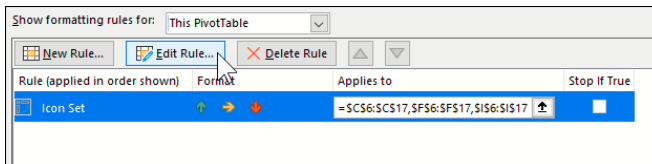
1. Click the Conditional Formatting button.



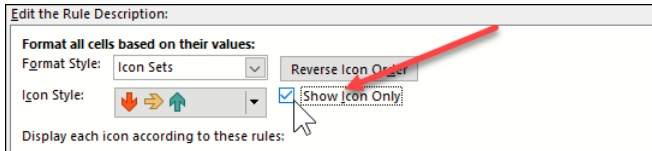
2. Select **Manage Rules**, at the bottom of the menu.



3. Select the **Arrows** rule and click the **Edit Rule...** button.



4. Check the box for **Show Icon Only** and change the **Value** to **0** and **Type** to **Number**.



5. Click the **OK** button twice.

Your screen should look like this.

	2012			2013			2014		
Row Labels	Sum of SALES	Difference From	% of Difference From	Sum of SALES	Difference From	% of Difference From	Sum of SALES	Difference From	% of Difference From
January	771,186			872,080			1,074,820		
February	867,220	96034	12.45%	909,654	37574	4.31%	807,257	-267563	-24.89%
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December	854,090	-69312	-7.51%	1,031,897	262545	34.13%	1,006,745	194086	23.88%
<b>Grand Total</b>	<b>10,388,246</b>			<b>11,018,124</b>			<b>10,657,962</b>		