

1. Create a new spreadsheet and save it in .XLSX file (Excel 2007-365 format).
2. Type the below values in sheet in 2 columns along with their titles.

	A	B
1	Month	Sales
2	Jan	5
3	Jan	5
4	Feb	10
5	Feb	5
6	Mar	5
7	Mar	10
8	Mar	10

3. Create Pivot Table from the above data.
 - a. The Month should be Row Fields.
 - b. The Sales field should be in Data Fields. Double click on Sales field and Choose the Function Sum.

Pivot Table Layout

Filters:

Column Fields:

Data

Available Fields:

Month
Sales

Row Fields:

Month

Data Fields:

Sum - Sales

Options

Source and Destination

Help

OK

Cancel

Drag the Items into the Desired Position

c. Expand the Displayed Value Option and Choose "% of Total" from Type Drop Down. Click OK.

The screenshot shows the 'Data Field' dialog box. The 'Function' list contains: Sum, Count, Average, Median, Max, Min, Product, and Count (Numbers only). The 'Sum' function is selected. Below the list, there is a checkbox for 'Show items without data' which is unchecked. The 'Name' is 'Sum - Sales'. The 'Displayed Value' section is expanded, showing a 'Type' dropdown set to '% of total'. Below this are 'Base field' (Month) and 'Base item' (Feb) dropdowns. At the bottom are 'Help', 'OK', and 'Cancel' buttons. The 'OK' button is highlighted with a blue border.

3. Save the Spreadsheet as and Close it.

The screenshot shows the 'Save As' dialog box. The 'File name' field contains 'Samples_in_XLSX_Format'. The 'Save as type' dropdown is set to 'Excel 2007-365'. At the bottom, the 'Automatic file name extension' checkbox is checked.

4. Reopen the Spreadsheet and examine the Pivot Table.

Actual Results:

Month ▼	Sum - Sales
Feb	15
Jan	10
Mar	25
Total Result	50

Expected Results:

Month ▼	Sum - Sales
Feb	30.00%
Jan	20.00%
Mar	50.00%
Total Result	100.00%

Reproducible: Always

Artifacts

- * Samples_in_XLSX_Format.xlsx
- * Sample_in_ODS_Format.ods