Hide Filter Button on a Pivot Table

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Executive Summary

*Learn how to hide filter buttons on Excel Pivot Tables **using two powerful methods**: the Field Headers toggle in the PivotTable Analyze tab and a VBA macro script. This tutorial is perfect for Excel power users, data analysts, and spreadsheet sorcerers looking to clean up their dashboards.*

Objectives:

- Hide Filter Buttons via the Ribbon
- Hide Filter Buttons using VBA

Why Hide Filter Buttons?

Filter buttons on Pivot Tables are handy—but sometimes, they clutter your dashboard or invite unwanted clicks. Whether you're prepping a client-facing report or just love a clean canvas, hiding those little dropdowns can be a game-changer.

Let's explore two ways to do it: one with a simple ribbon toggle, and one with a dash of VBA wizardry.

Method 1: Toggle Field Headers via the Ribbon
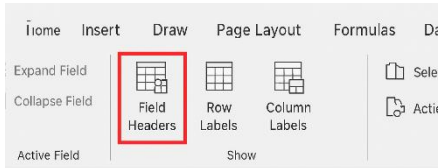
This method is quick, clean, and doesn't require any coding. You're essentially telling Excel, "Hey, let's hide those filter buttons for now."

🪄 **Step-by-Step Instructions:**

1. **PivotTable Analyze Tab** > **Show Group** > **Field Headers**

2. **Click anywhere inside your Pivot Table.**
   This activates the PivotTable-specific ribbon tabs.

3. **PivotTable Analyze Tab** > **Show Group** > **Field Headers**

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4. **Click the "Field Headers" button.**
   Voilà! The filter buttons disappear like magic.

PUT (Power User Tip) This hides **all** field headers (filters, row labels, column labels). It's a visual toggle—filters still work behind the scenes.
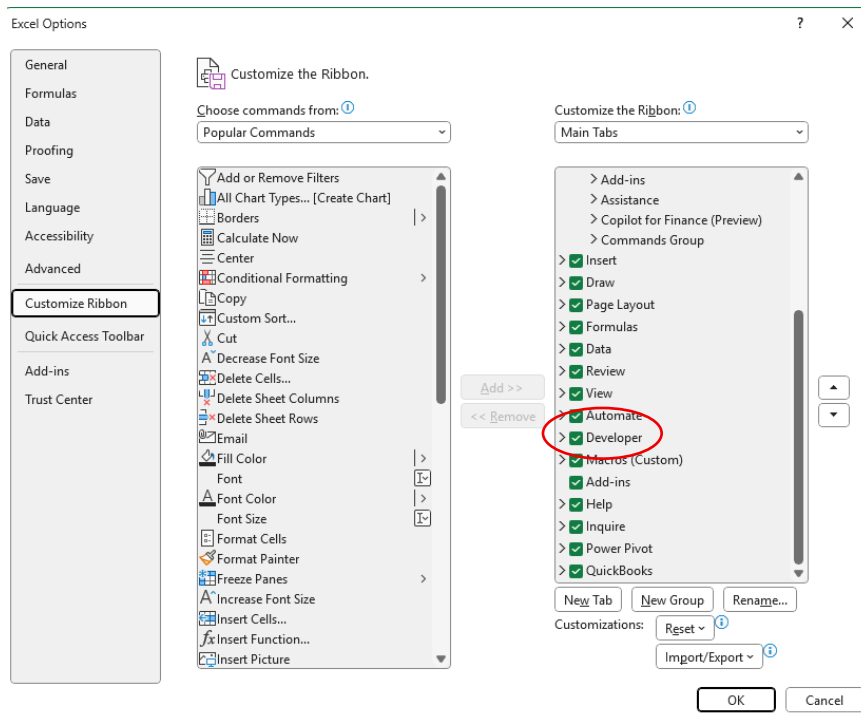

Method 2: Use a VBA Macro to Toggle Filter Buttons

Ready to flex your Excel sorcery? This VBA macro lets you toggle the filter buttons programmatically—great for automation or workbook customization.
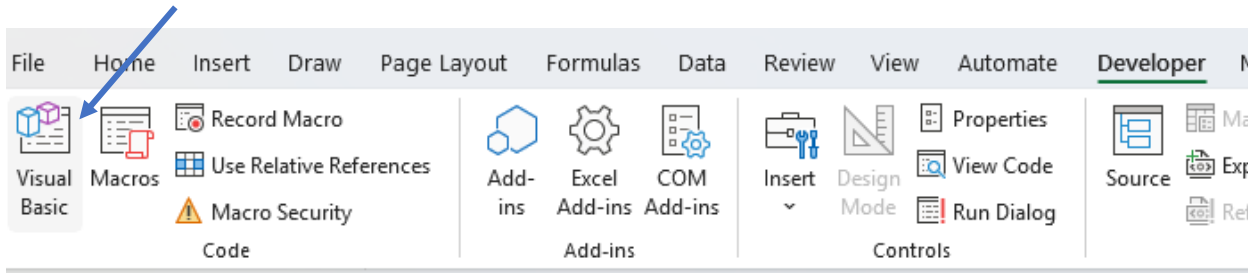
✨ **Step-by-Step Instructions:**

1. **Enable the Developer Tab (if not already visible):**
   File Tab > **Options** > **Customize Ribbon** > **Check "Developer"**

2. **Choose OK**

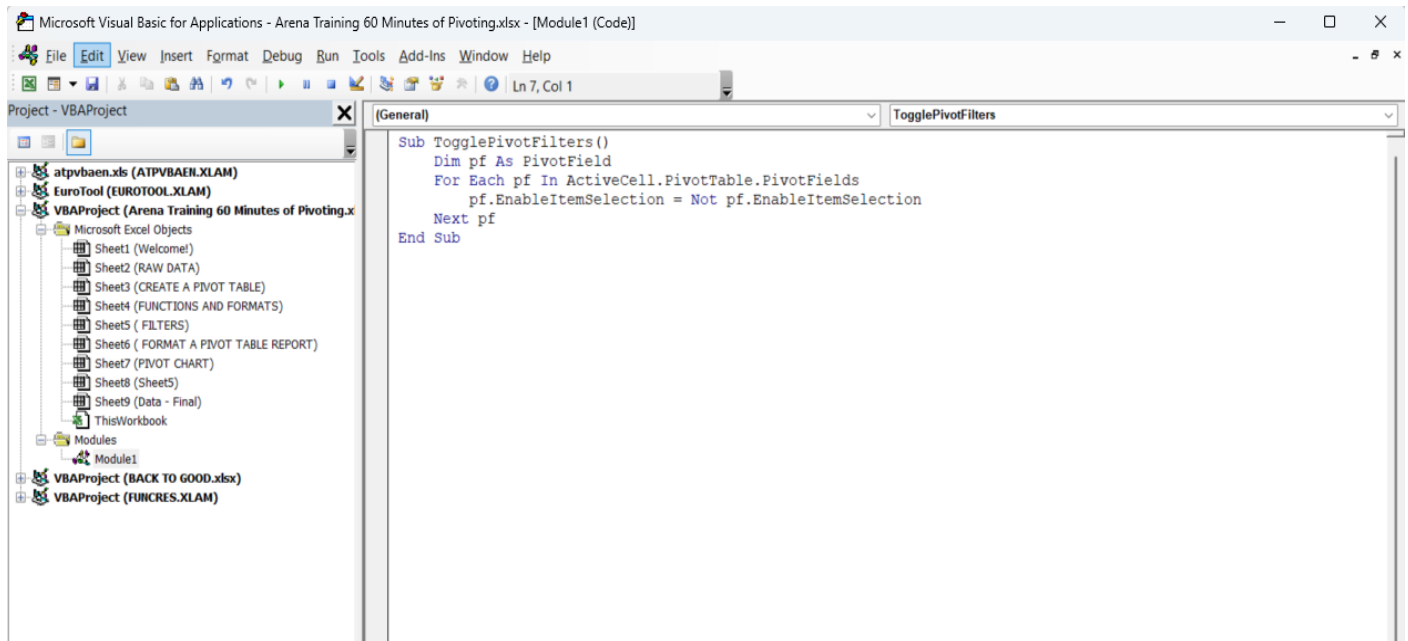3. **Developer Tab > Code Group > Visual Basic**

The Visual Basic Editor will Open in another Window Do the following instructions in the VBA Editor.

1. **Insert Tab > Module > Paste the code (See below)**

Macro Code:

```
Sub TogglePivotFilters()
    Dim pf As PivotField
    For Each pf In ActiveCell.PivotTable.PivotFields
        pf.EnableItemSelection = Not pf.EnableItemSelection
    Next pf
End Sub
```


2. **Close the VBA Window by clicking on the X in the upper right hand corner. It automatically saves your code**

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Use The Macro

1. Click and select any cell within the Pivot Table where you wish to hide the filter button

Categ▼	Total Cost Per Unit
Cardiology	$7,780.31
Endocrinology	$7,893.49
Gastroenterology	$10,413.84
Neurology	$6,414.77
Oncology	$7,048.09
Grand Total	$39,550.50

2. Developer>Code Group>Macros

3. Choose the TogglePivotFilters

4. Click Run

Pretty Cool, Yes?!

¡IMPORTANT!

This method toggles the EnableItemSelection property for each field—so running it again will re-enable the filter buttons.

When to Use Each Method

Scenario	Best Method
Quick visual cleanup	**Field Headers toggle**
Automation or workbook customization	**VBA macro**
Selective control over filters	**VBA macro**
Presentation mode	**Field Headers toggle**

Summary

Whether you're a dashboard minimalist or a macro maestro, hiding Pivot Table filter buttons is a small tweak with big impact. Try both methods and see which fits your workflow best. And remember—Excel is like a good cup of coffee: best enjoyed with a little customization. 😊

Let me know what you think!

Have an EXCEL-LENT Day!!

Stephanie