

Pivot Tables in Google Sheets

GSP1065

Google Cloud Self-Paced Labs

- On the Rise Bakery analyzes food blog visitor data from 25 top cities using Google Sheets pivot tables and statistical functions.
- Apply conditional formatting to highlight high-traffic cities, calculate `AVERAGE`, `MEDIAN`, `MODE` for pageviews/session duration.
- **Pivot Table Analysis**
 - Rows: Cities, Values: Sum of pageviews, Average session time, Filters: Device type.
 - Create named ranges (`TrafficData`) for dynamic referencing in formulas and dashboards.
- **Collaboration**
 - Share sheet with view/comment permissions for global bakery managers.
 - Real-time co-editing enables instant updates across North America/Europe locations without version conflicts.



Use Functions, Formulas, and Charts in Google Sheets

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Dashboard Catalog Paths

Lab setup instructions and requirements

End Lab 01:29:40 Time limit

Caution: When you are in the console, do not deviate from the lab instructions. Doing so may cause your account to be blocked. Learn more.

Open Google Sheets

User Email: student-02-1daa97aded30e

Password: J9oJcA7GDjrm

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Lab instructions and tasks

GSP1065

Overview

Objectives

Setup and requirements

Task 1. Customize a sheet

Task 2. Create a summary table

Task 3. Calculate descriptive statistics

Task 4. Work with pivot tables

Task 5. Collaborate in Sheets

Congratulations!

In this task, you customize a sheet by applying formatting to cells, rows, and columns.

Import a spreadsheet

- Click [On the Rise Bakery Web Traffic](#) to download a spreadsheet. The spreadsheet includes data for the 25 cities with the highest number of visitors to the food blog for On The Rise Bakery. Note that this is an Excel spreadsheet, not a Google Sheets file.
- In the left panel of the lab instructions, right-click **Open Google Sheets**, and then click **Open link in incognito window** to sign into your student account.
- In the top left, under **Start a new spreadsheet**, click + to open a blank spreadsheet in a new browser tab.
- At the top, click **File > Import**.

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Untitled spreadsheet

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Browse or drag a file here

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Import file

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dc-internshipwork > month-3 > Use Functions, Formulas, and Charts in Google Sheets Challenge Lab

Organize New folder

	Name	Date modified	Type	Size
(passport)	On the Rise Bakery Sales and Locations	12-01-2026 02:57 PM	Microsoft Excel W...	19 KB
(This PC)	On the Rise Bakery Web Traffic	13-01-2026 03:18 PM	Microsoft Excel W...	7 KB

File name: On the Rise Bakery Web Traffic

Custom Files

Open Cancel

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Untitled spreadsheet

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Import file

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On the Rise Bakery Web Traffic.xlsx

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Sheet1

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Dashboard Catalog Paths

End Lab 01:28:08 Time limit

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Password: J9oJcA7GDjrm

Contents Pivot Tables in Google Sheets

2. In the left panel of the lab instructions, right-click Open Google Sheets, and then click Open link in incognito window to sign into your student account.

3. In the top left, under Start a new spreadsheet, click + to open a blank spreadsheet in a new browser tab.

4. At the top, click File > Import.

The Import file dialog opens.

5. Click the Upload tab.

6. To upload the file, drag the file from step 1 into the upload window or select the file from your device.

7. In the Import location dropdown, select Replace spreadsheet, and then click Import data.

8. At the top, change the filename from Untitled spreadsheet to On the Rise Bakery Web Traffic

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GSP1065 Overview Objectives Setup and requirements Task 1. Customize a sheet Task 2. Create a summary table Task 3. Calculate descriptive statistics Task 4. Work with pivot tables Task 5. Collaborate in Sheets Congratulations!

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Contents Pivot Tables in Google Sheets

Dashboard Catalog Paths

Lab setup instructions and requirements

End Lab 01:27:34 Time limit

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Password: J9oJcA7GDjRM

Text wrapping

Wrapping text lets you show the full contents of a cell without increasing the width of the column.

1. Click the gray **column B** label to select all items in the column.
2. In the toolbar, click **Text wrapping**, and then click **Wrap** (¶).
3. To increase the size of a column, mouse over the gray column label until a blue line appears, and then drag your cursor to the right.

Create a new line

Sometimes data must be displayed on separate lines within a single cell. You can create a new line in a cell regardless of whether you're already using text wrapping.

1. In cell C21, place your cursor before the word **East**.
2. To insert a line break, press **CTRL+ENTER** on your keyboard.

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Lab instructions and tasks

GSP1065

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Congratulations!

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1	City	Country	Region	Continent	Avg. # of Page Views per Visitor	Number of Unique Visitors								
2	Amsterdam	Netherlands	EMEA	Europe	9.26	6,023								
3	Beijing	China	AsiaPac	Asia	5.61	9,085								
4	Bogota	Colombia	South America	South America	3.51	9,082								
5	Buenos Aires	Argentina	South America	South America	1.35	1,100								
6	Dhaka	Bangladesh	AsiaPac	Asia	1.80	5,004								
7	Dubai	UAE	EMEA	Asia	4.28	7,003								
8	Johannesburg	South Africa	EMEA	Africa	9.63	8,065								
9	Karachi	Pakistan	AsiaPac	Asia	8.02	6,016								
10	Kinshasa	Democratic Re	EMEA	Africa	7.65	8,070								
11	Kolkata	India	AsiaPac	Asia	2.00	5,012								
12	Krakow	Poland	EMEA	Europe	2.51	6,042								
13	Kuala Lumpur	Malaysia	AsiaPac	Asia	4.87	7,019								
14	Lagos	Nigeria	EMEA	Africa	2.44	7,070								
15	Lima	Peru	South America	South America	7.62	12,093								
16	London	United Kingdom	EMEA	Europe	0.75	9,036								
17	Manila	Philippines	AsiaPac	Asia	6.14	5,077								
18	Mexico City	Mexico	North America - M	North America	6.48	9,018								

+ Blog Visitors Count: 26

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B:B Country

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2	Amsterdam	Netherlands	EMEA	Europe	9.26	6,023							
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7	Dubai	UAE	EMEA	Asia	4.28	7,003							
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Use Functions, Formulas, and Charts in Google Sheets > Pivot Tables in Google Sheets

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Pivot Tables in Google Sheets

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Lab setup instructions and requirements

End Lab 01:26:55 Time limit

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Lab instructions and tasks

GSP1065 Overview Objectives Setup and requirements Task 1. Customize a sheet Task 2. Create a summary table Task 3. Calculate descriptive statistics Task 4. Work with pivot tables Task 5. Collaborate in Sheets Congratulations!

Create a new line

Sometimes data must be displayed on separate lines within a single cell. You can create a new line in a cell regardless of whether you're already using text wrapping.

1. In cell C21, place your cursor before the word **East**.
2. To insert a line break, press CTRL+ENTER on your keyboard.

Align text vertically

The vertical align tool lets you choose whether you want your text to be aligned to the top, bottom, or middle of the cell.

1. To select all rows in columns A-F, click the gray column A label, and then drag your cursor to the right.
2. To vertically align the text in the center of each row, click the vertical align icon (\downarrow) and then click the middle icon (\pm).

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23 Rio de Janeiro	Brazil	South America	South America	8.26	5,064							
24 Sao Paulo	Brazil	AsiaPac	South America	7.70	10,025							
25 Shanghai	China	AsiaPac	Asia	1.94	4,012							
26 Tokyo	Japan	AsiaPac	Asia	1.27	2,009							
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On the Rise Bakery Web Traffic

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19	Mumbai	India	AsiaPac	Asia	7.84	8,063							
20	Nairobi	Kenya	EMEA	Africa	4.36	5,016							
21	New York	United States	North America - East	North America	6.53	8,050							
22	Osaka	Japan	AsiaPac	Asia	4.58	5,026							
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25	Shanghai	China	AsiaPac	Asia	1.94	4,012							
26	Tokyo	Japan	AsiaPac	Asia	1.27	2,009							

Blog Visitors

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Contents Pivot Tables in Google Sheets

Task 2. Create a summary table

In this task, you create a customized table for On the Rise Bakery.

Use the ROUND function

1. In cell G1, type **Number of Visitors (Rounded)**
2. In cell G2, type **=ROUND(F2, 3)**

The ROUND function rounds a number to a specific number of decimal places. Since F2 does not contain any decimals, the values of F2 and G2 are equal.
3. In cell G2, change the formula to **=ROUND(F2, -3)**

When the number of decimal places becomes a negative number, the result is rounded by numbers to the left of the decimal point. Specifying -3 rounds to the nearest thousand.
4. To apply formula to the rest of the column, select cell G2 and then double-click the small blue box in the lower-right corner of the cell.

Dashboard Catalog Paths

Lab setup instructions and requirements

End Lab 01:25:27 Time limit

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On the Rise Bakery Web Traffic

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G2 | fx =ROUND(F2, 3)

	A	B	C	D	E	F	G	H	I	J	K	L
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16	London	United Kingdom	EMEA	Europe	0.75	9,036						
17	Manila	Philippines	AsiaPac	Asia	6.14	5,077						
18	Mexico City	Mexico	North America - M	North America	6.48	9,018						
19	Montevideo	Uruguay	EMEA	South America	7.01	9,000						

Convert to table

+ Blog Visitors

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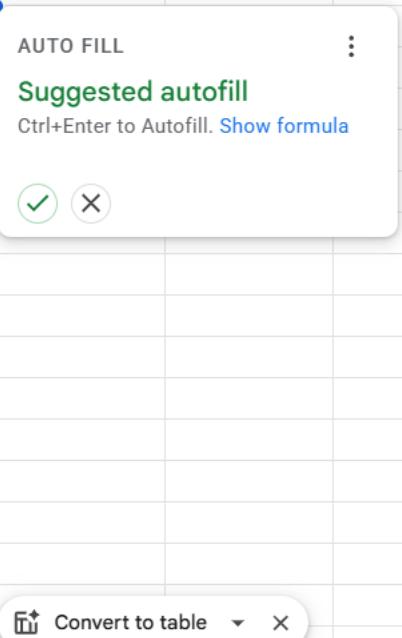
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G3

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3	Beijing	China	AsiaPac	Asia	5.61	9,085	9,085					
4	Bogota	Colombia	South America	South America	3.51	9,082	9,082					
5	Buenos Aires	Argentina	South America	South America	1.35	1,100	1,100					
6	Dhaka	Bangladesh	AsiaPac	Asia	1.80	5,004	5,004					
7	Dubai	UAE	EMEA	Asia	4.28	7,003	7,003					
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17	Manila	Philippines	AsiaPac	Asia	6.14	5,077	5,077					
18	Mexico City	Mexico	North America - M	North America	6.48	9,018	9,018					
19	Mumbai	India	AsiaPac	Asia	7.21	9,060	9,060					



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https://docs.google.com/spreadsheets/d/1nEm9dYk5_D4W1zv42iScnBLfIs6pPgbkzZA0Ldd_ni8/edit?gid=780564050#gid=780564050

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G2 | fx =ROUND(F2, -3)

	A	B	C	D	E	F	G	H	I	J	K	L
1	City	Country	Region	Continent	Avg. # of Page Views per Visitor	Number of Unique Visitors	Number of Visitors (Rounded)					
2	Amsterdam	Netherlands	EMEA	Europe	9.26	6,023	=ROUND(F2, -3)					
3	Beijing	China	AsiaPac	Asia	5.61	9,085						
4	Bogota	Colombia	South America	South America	3.51	9,082						
5	Buenos Aires	Argentina	South America	South America	1.35	1,100						
6	Dhaka	Bangladesh	AsiaPac	Asia	1.80	5,004						
7	Dubai	UAE	EMEA	Asia	4.28	7,003						
8	Johannesburg	South Africa	EMEA	Africa	9.63	8,065						
9	Karachi	Pakistan	AsiaPac	Asia	8.02	6,016						
10	Kinshasa	Democratic Republic of the Congo	EMEA	Africa	7.65	8,070						
11	Kolkata	India	AsiaPac	Asia	2.00	5,012						
12	Krakow	Poland	EMEA	Europe	2.51	6,042						
13	Kuala Lumpur	Malaysia	AsiaPac	Asia	4.87	7,019						
14	Lagos	Nigeria	EMEA	Africa	2.44	7,070						
15	Lima	Peru	South America	South America	7.62	12,093						
16	London	United Kingdom	EMEA	Europe	0.75	9,036						
17	Manila	Philippines	AsiaPac	Asia	6.14	5,077						
18	Mexico City	Mexico	North America - M	North America	6.48	9,018						
19	Montevideo	Uruguay	EMEA	South America	7.04	9,000						

Convert to table

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G3

	A	B	C	D	E	F	G	H	I	J	K	L
1	City	Country	Region	Continent	Avg. # of Page Views per Visitor	Number of Unique Visitors	Number of Visitors (Rounded)					
2	Amsterdam	Netherlands	EMEA	Europe	9.26	6,023	6,000					
3	Beijing	China	AsiaPac	Asia	5.61	9,085						
4	Bogota	Colombia	South America	South America	3.51	9,082						
5	Buenos Aires	Argentina	South America	South America	1.35	1,100						
6	Dhaka	Bangladesh	AsiaPac	Asia	1.80	5,004						
7	Dubai	UAE	EMEA	Asia	4.28	7,003						
8	Johannesburg	South Africa	EMEA	Africa	9.63	8,065						
9	Karachi	Pakistan	AsiaPac	Asia	8.02	6,016						
10	Kinshasa	Democratic Republic of the Congo	EMEA	Africa	7.65	8,070						
11	Kolkata	India	AsiaPac	Asia	2.00	5,012						
12	Krakow	Poland	EMEA	Europe	2.51	6,042						
13	Kuala Lumpur	Malaysia	AsiaPac	Asia	4.87	7,019						
14	Lagos	Nigeria	EMEA	Africa	2.44	7,070						
15	Lima	Peru	South America	South America	7.62	12,093						
16	London	United Kingdom	EMEA	Europe	0.75	9,036						
17	Manila	Philippines	AsiaPac	Asia	6.14	5,077						
18	Mexico City	Mexico	North America - M	North America	6.48	9,018						
19	Montevideo	Uruguay	EMEA	South America	7.04	9,000						

Convert to table

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	A	B	C	D	E	F	G	H	I	J	K	L
1	City	Country	Region	Continent	Avg. # of Page Views per Visitor	Number of Unique Visitors	Number of Visitors (Rounded)					
2	Amsterdam	Netherlands	EMEA	Europe	9.26	6,023	6,000					
3	Beijing	China	AsiaPac	Asia	5.61	9,085	9,000					
4	Bogota	Colombia	South America	South America	3.51	9,082	9,000					
5	Buenos Aires	Argentina	South America	South America	1.35	1,100	1,000					
6	Dhaka	Bangladesh	AsiaPac	Asia	1.80	5,004	5,000					
7	Dubai	UAE	EMEA	Asia	4.28	7,003	7,000					
8	Johannesburg	South Africa	EMEA	Africa	9.63	8,065	8,000					
9	Karachi	Pakistan	AsiaPac	Asia	8.02	6,016	6,000					
10	Kinshasa	Democratic Republic of the Congo	EMEA	Africa	7.65	8,070	8,000					
11	Kolkata	India	AsiaPac	Asia	2.00	5,012	5,000					
12	Krakow	Poland	EMEA	Europe	2.51	6,042	6,000					
13	Kuala Lumpur	Malaysia	AsiaPac	Asia	4.87	7,019	7,000					
14	Lagos	Nigeria	EMEA	Africa	2.44	7,070	7,000					
15	Lima	Peru	South America	South America	7.62	12,093	12,000					
16	London	United Kingdom	EMEA	Europe	0.75	9,036	9,000					
17	Manila	Philippines	AsiaPac	Asia	6.14	5,077	5,000					
18	Mexico City	Mexico	North America - M	North America	6.48	9,018	9,000					
19	Montevideo	Uruguay	EMEA	South America	7.04	9,000						

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End Lab 01:23:24 Time limit

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Open Google Sheets

User Email: student-02-1daa97aded30e

Password: J9oJcA7GDjrM

20/80

Lab instructions and tasks

GSP1065

Overview

Objectives

Setup and requirements

Task 1. Customize a sheet

Task 2. Create a summary table

Task 3. Calculate descriptive statistics

Task 4. Work with pivot tables

Task 5. Collaborate in Sheets

Congratulations!

Next >

< Previous

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Search

Windows Start

Cloud Print Scan

File

Folder

Call

Microsoft Edge

Firefox

VPN

PowerShell

System

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4

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Share

A30

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23	Rio de Janeiro	Brazil	South America	South America	8.26	5,064		5,000			
24	Sao Paulo	Brazil	AsiaPac	South America	7.70	10,025		10,000			
25	Shanghai	China	AsiaPac	Asia	1.94	4,012		4,000			
26	Tokyo	Japan	AsiaPac	Asia	1.27	2,009		2,000			
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A29:B29 | fx Descriptive Sta

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23	Rio de Janeiro	Brazil
24	Sao Paulo	Brazil
25	Shanghai	China
26	Tokyo	Japan
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29	Descriptive Statistics	
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Theme

Number

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Alignment

Wrapping

Rotation

Smart chips

Font size

Merge cells

Convert to table Ctrl+Alt+T

Conditional formatting

Alternating colors

Clear formatting Ctrl+\

12 + B I A

D E F G H I J K L

America 8.26 5,064 5,000

America 7.70 10,025 10,000

1.94 4,012 4,000

1.27 2,009 2,000

Merge all

Merge vertically

Merge horizontally

Unmerge

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Share

A29:B29 Descriptive Statistics

	A	B	C	D	E	F	G	H	I	J	K	L
23	Rio de Janeiro	Brazil	South America	South America	8.26	5,064	5,000					
24	Sao Paulo	Brazil	AsiaPac	South America	7.70	10,025	10,000					
25	Shanghai	China	AsiaPac	Asia	1.94	4,012	4,000					
26	Tokyo	Japan	AsiaPac	Asia	1.27	2,009	2,000					
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End Lab 01:22:04 Time limit

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Open Google Sheets

User Email: student-02-1daa97aded30e

Password: J9oJcA7GDjrM

Change the appearance of cells

1. Copy the following list, click cell A30, and then paste the list.

- Average (Mean)
- Median
- Mode
- Range
- Standard Deviation

Notice that each item from the list was pasted into its own cell and the bullet points were not pasted.

2. Select cells A29:B34, and then at the top, click Format > Alternating colors.

The Alternating colors feature changes the colors of every other row in the chart. To change the color of an individual cell or group of cells, you can use the color fill (●) tool in the toolbar.

20/80

GSP1065 Overview Objectives Setup and requirements Task 1. Customize a sheet Task 2. Create a summary table Task 3. Calculate descriptive statistics Task 4. Work with pivot tables Task 5. Collaborate in Sheets Congratulations!

Next >

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Share

B32

	A	B	C	D	E	F	G	H	I	J	K	L
23	Rio de Janeiro	Brazil	South America	South America	8.26	5,064	5,000					
24	Sao Paulo	Brazil	AsiaPac	South America	7.70	10,025	10,000					
25	Shanghai	China	AsiaPac	Asia	1.94	4,012	4,000					
26	Tokyo	Japan	AsiaPac	Asia	1.27	2,009	2,000					
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28												
29	Descriptive Statistics											
30	Average (Mean)											
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Lab setup instructions and requirements

End Lab 01:21:11 Time limit

Caution: When you are in the console, do not deviate from the lab instructions. Doing so may cause your account to be blocked. Learn more.

Open Google Sheets

User Email: student-02-1daa97aded30e

Password: J9oJcA7GDjrm

Average (Mean)

Median

Mode

Range

Standard Deviation

Notice that each item from the list was pasted into its own cell and the bullet points were not pasted.

2. Select cells A29:B34, and then at the top, click Format > Alternating colors.

The Alternating colors feature changes the colors of every other row in the chart. To change the color of an individual cell or group of cells, you can use the color fill (paint bucket) tool in the toolbar.

3. While cells A29:B34 are still selected, click the Borders icon (grid) in the toolbar, and then click the Outer borders icon (double border) to add a border.

The border editing options let you format anything from a specific edge of a cell to an entire spreadsheet including the line style and line color.

20/80

GSP1065 Overview Objectives Setup and requirements Task 1. Customize a sheet Task 2. Create a summary table Task 3. Calculate descriptive statistics Task 4. Work with pivot tables Task 5. Collaborate in Sheets Congratulations!

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File Edit View Insert Format Data Tools Extensions Help Gemini

A29:B34 | fx Descriptive Sta

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Rotation

Smart chips

Font size

Merge cells

Convert to table Ctrl+Alt+T

Conditional formatting

Alternating colors

Clear formatting Ctrl+\

	A	B	C	D	E	F	G	H	I	J	K	L
23	Rio de Janeiro	Brazil		America	8.26	5,064		5,000				
24	Sao Paulo	Brazil		America	7.70	10,025		10,000				
25	Shanghai	China			1.94	4,012		4,000				
26	Tokyo	Japan			1.27	2,009		2,000				
27												
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29	Descriptive Statistics											
30	Average (Mean)											
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32	Mode											
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Share Alternating colors

A29:B34 Descriptive Statistics

	A	B	C	D	E	F	G	H
23	Rio de Janeiro	Brazil	South America	South America	8.26	5,064	5,000	
24	Sao Paulo	Brazil	AsiaPac	South America	7.70	10,025	10,000	
25	Shanghai	China	AsiaPac	Asia	1.94	4,012	4,000	
26	Tokyo	Japan	AsiaPac	Asia	1.27	2,009	2,000	
27								
28								
29	Descriptive Statistics							
30	Average (Mean)							
31	Median							
32	Mode							
33	Range							
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Lab setup instructions and requirements

End Lab 01:19:53 Time limit

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Open Google Sheets

User Email: student-02-1daa97aded30e

Password: J9oJcA7GDjrm

Task 3. Calculate descriptive statistics

In this task, you perform calculations by using basic arithmetic operations and statistics functions.

Define a named range

Named ranges in Google Sheets let you more easily reference ranges and create cleaner formulas.

- At the top, click Data > Named ranges.
- At the top of the panel, click + Add a range.
- Change the name from **NamedRange1** to **data**, type data range as **'Blog Visitors'!F2:F26**, and then click **Done**.

You can use a named range to replace a range in a formula. For example, instead of typing the formula **=AVERAGE(F2:F26)**, you can type **=AVERAGE(data)** and get the same result. You learn more about calculating averages in the next step.

20/80

Lab instructions and tasks

GSP1065 Overview Objectives Setup and requirements Task 1. Customize a sheet Task 2. Create a summary table Task 3. Calculate descriptive statistics Task 4. Work with pivot tables Task 5. Collaborate in Sheets Congratulations!

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Lab setup instructions and requirements

End Lab 01:19:46 Time limit

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Open Google Sheets

User Email: student-02-1daa97aded30e

Password: J9oJcA7GDjrm

Define a named range

Named ranges in Google Sheets let you more easily reference ranges and create cleaner formulas.

- At the top, click Data > Named ranges.
- A panel will open on the right.
- At the top of the panel, click + Add a range.
- Change the name from NamedRange1 to data, type data range as 'Blog Visitors'!F2:F26, and then click Done.

You can use a named range to replace a range in a formula. For example, instead of typing the formula =AVERAGE(F2:F26), you can type =AVERAGE(data) and get the same result. You learn more about calculating averages in the next step.

Calculate mean, median, and mode

20/80

Lab instructions and tasks

GSP1065 Overview Objectives Setup and requirements Task 1. Customize a sheet Task 2. Create a summary table Task 3. Calculate descriptive statistics Task 4. Work with pivot tables Task 5. Collaborate in Sheets Congratulations!

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A29:B34 Descriptive Statistics

	A	B
23	Rio de Janeiro	Brazil
24	Sao Paulo	Brazil
25	Shanghai	China
26	Tokyo	Japan

Descriptive Statistics

Average (Mean)

Median

Mode

Range

Standard Deviation

Analyze data

New

- + Sort sheet
- + Sort range
- Y Create a filter
- + Create group by view
- + Create filter view
- = Add a slicer
- Protect sheets and ranges
- Named ranges
- Named functions
- X Randomize range
- Column stats
- E Data validation
- X Data cleanup
- + Split text to columns
- ④ Data extraction
- Data connectors

Blog Visitors

E	F	G	H
8.26	5,064	5,000	
7.70	10,025	10,000	
1.94	4,012	4,000	
1.27	2,009	2,000	

Alternating colors

Apply to range A29:B34

Styles

Header Footer

Default styles

Custom styles

Header

Color 1

Color 2

Remove alternating colors

Count: 6

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Named ranges

A29:B34 Descriptive Statistics

	A	B	C	D	E	F	G	H
23	Rio de Janeiro	Brazil	South America	South America	8.26	5,064	5,000	
24	Sao Paulo	Brazil	AsiaPac	South America	7.70	10,025	10,000	
25	Shanghai	China	AsiaPac	Asia	1.94	4,012	4,000	
26	Tokyo	Japan	AsiaPac	Asia	1.27	2,009	2,000	
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28								
29	Descriptive Statistics							
30	Average (Mean)							
31	Median							
32	Mode							
33	Range							
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Blog Visitors Count: 6

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Named ranges

A29:B34 Descriptive Statistics

	A	B	C	D	E	F	G	H
23	Rio de Janeiro	Brazil	South America	South America	8.26	5,064	5,000	
24	Sao Paulo	Brazil	AsiaPac	South America	7.70	10,025	10,000	
25	Shanghai	China	AsiaPac	Asia	1.94	4,012	4,000	
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30	Average (Mean)							
31	Median							
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Lab setup instructions and requirements

End Lab 01:17:40 Time limit

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Open Google Sheets

User Email: student-02-1daa97aded30e

Password: J9oJcA7GDjrm

Calculate mean, median, and mode

1. To calculate the mean population, in cell B30, type =AVERAGE(data)

In Google Sheets, the AVERAGE function is used to calculate the mean.

2. To calculate the median, in cell B31, type =MEDIAN(data)

3. To calculate the mode, in cell B32, type =MODE(data)

The MODE function determines the most commonly occurring value in a dataset. Each value in column E only appears once, so there's no mode. As a result, you see an error message instead of a number.

4. In cell B32, change the formula to =MODE(G2:G26) to calculate the mode based on rounded data.

In column G, there's a value that appears more than others, so a mode can be determined.

Calculate range and standard deviation

Next >

7 17°C Mostly sunny

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B30 =AVERAGE(data)

	A	B	C	D	E	F	G	H
18	Mexico City	Mexico	North America - M	North America	6.48	9,018	9,000	
19	Mumbai	India	AsiaPac	Asia	7.84	8,063	8,000	
20	Nairobi	Kenya	EMEA	Africa	4.36	5,016	5,000	
21	New York	United States	North America - East	North America	6.53	8,050	8,000	
22	Osaka	Japan	AsiaPac	Asia	4.58	5,026	5,000	
23	Rio de Janeiro	Brazil	South America	South America	8.26	5,064	5,000	
24	Sao Paulo	Brazil	AsiaPac	South America	7.70	10,025	10,000	
25	Shanghai	China	AsiaPac	Asia	1.94	4,012	4,000	
26	Tokyo	Japan	AsiaPac	Asia	1.27	2,009	2,000	
27								
28								
29	Descriptive Statistics							
30	Average (Mean)	=AVERAGE(data)						
31	Median							
32	Mode							
33	Range							
34	Standard Deviation							
35								
36								
37								
38								

+ Blog Visitors

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Named ranges

+ Add a range

NamedRange1 'Blog Visitors'!F2:F26

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On the Rise Bakery Web Traffic

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B31 =MEDIAN(data)

	A	B	C	D	E	F	G	H
23	Rio de Janeiro	Brazil	South America	South America	8.26	5,064	5,000	
24	Sao Paulo	Brazil	AsiaPac	South America	7.70	10,025	10,000	
25	Shanghai	China	AsiaPac	Asia	1.94	4,012	4,000	
26	Tokyo	Japan	AsiaPac	Asia	1.27	2,009	2,000	
27								
28								
29	Descriptive Statistics							
30	Average (Mean)	#NAME?						
31	Median	=MEDIAN(data)						
32	Mode							
33	Range							
34	Standard Deviation							
35								
36								
37								
38								
39								
40								
41								
42								
43								
44								
45								

+ Blog Visitors

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Named ranges

+ Add a range

NamedRange1 'Blog Visitors'!F2:F26

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On the Rise Bakery Web Traffic

File Edit View Insert Format Data Tools Extensions Help Gemini

B32 =MODE(data)

	A	B	C	D	E	F	G	H
23	Rio de Janeiro	Brazil	South America	South America	8.26	5,064	5,000	
24	Sao Paulo	Brazil	AsiaPac	South America	7.70	10,025	10,000	
25	Shanghai	China	AsiaPac	Asia	1.94	4,012	4,000	
26	Tokyo	Japan	AsiaPac	Asia	1.27	2,009	2,000	
27								
28								
29	Descriptive Statistics							
30	Average (Mean)	#NAME?						
31	Median	#NAME?						
32	Mode	=MODE(data)						
33	Range							
34	Standard Deviation							
35								
36								
37								
38								
39								
40								
41								
42								
43								
44								
45								

+ Blog Visitors

17°C Mostly sunny

Search

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Named ranges

+ Add a range

NamedRange1 'Blog Visitors'!F2:F26

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B33 =MODE(G2:G26)

	A	B	C	D	E	F	G	H
23	Rio de Janeiro	Brazil	South America	South America	8.26	5,064	5,000	
24	Sao Paulo	Brazil	AsiaPac	South America	7.70	10,025	10,000	
25	Shanghai	China	AsiaPac	Asia	1.94	4,012	4,000	
26	Tokyo	Japan	AsiaPac	Asia	1.27	2,009	2,000	
27								
28								
29	Descriptive Statistics							
30	Average (Mean)	#NAME?						
31	Median	#NAME?						
32	Mode	#NAME?						
33	Range	=MODE(G2:G26)						
34	Standard Deviation							
35								
36								
37								
38								
39								
40								
41								
42								
43								
44								
45								

Blog Visitors

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Search

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Named ranges

+ Add a range

NamedRange1 'Blog Visitors'!F2:F26

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End Lab 01:14:43 Time limit

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Password: J9oJcA7GDjrm

3. To calculate the mode, in cell B32, type =MODE(data)

The MODE function determines the most commonly occurring value in a dataset. Each value in column E only appears once, so there's no mode. As a result, you see an error message instead of a number.

4. In cell B32, change the formula to =MODE(G2:G26) to calculate the mode based on rounded data.

In column G, there's a value that appears more than others, so a mode can be determined.

Calculate range and standard deviation

1. In cell B33, type =MAX(data) - MIN(data) to calculate the range.

2. In cell B34, type =STDEV(data)

Standard deviation represents the average distance between the values in a dataset and the mean of the dataset.

Click *Check my progress* to verify the objective.

40/80

GSP1065 Overview Objectives Setup and requirements Task 1. Customize a sheet Task 2. Create a summary table Task 3. Calculate descriptive statistics Task 4. Work with pivot tables Task 5. Collaborate in Sheets Congratulations!

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B33 =MAX(data) - MIN(data)

	A	B	C	D	E	F	G	H
23	Rio de Janeiro	Brazil	South America	South America	8.26	5,064	5,000	
24	Sao Paulo	Brazil	AsiaPac	South America	7.70	10,025	10,000	
25	Shanghai	China	AsiaPac	Asia	1.94	4,012	4,000	
26	Tokyo	Japan	AsiaPac	Asia	1.27	2,009	2,000	
27								
28								
29	Descriptive Statistics							
30	Average (Mean)	#NAME?						
31	Median	#NAME?						
32	Mode	#NAME?						
33	Range	=MAX(data) - MIN(data)						
34	Standard Deviation							
35								
36								
37								
38								
39								
40								
41								
42								
43								
44								
45								

+ Blog Visitors

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Search

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Named ranges

+ Add a range

NamedRange1 'Blog Visitors'!F2:F26

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B34 =STDEV(data)

	A	B	C	D	E	F	G	H
23	Rio de Janeiro	Brazil	South America	South America	8.26	5,064	5,000	
24	Sao Paulo	Brazil	AsiaPac	South America	7.70	10,025	10,000	
25	Shanghai	China	AsiaPac	Asia	1.94	4,012	4,000	
26	Tokyo	Japan	AsiaPac	Asia	1.27	2,009	2,000	
27								
28								
29	Descriptive Statistics							
30	Average (Mean)	#NAME?						
31	Median	#NAME?						
32	Mode	#NAME?						
33	Range	#NAME?						
34	Standard Deviation	#NAME?	Error					
35			Unknown range name: 'DATA'.					
36								
37								
38								
39								
40								
41								
42								
43								
44								
45								

Blog Visitors

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Search

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Open Google Sheets

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Password: J9oJcA7GDjrm

Task 4. Work with pivot tables

You can use pivot tables to narrow down a large dataset or see relationships between data points. In this task, you create a pivot table that uses the web traffic data from the food blog.

Create a pivot table

Pivot tables summarize data in your spreadsheet by automatically aggregating, sorting, counting, or averaging the data and displaying the results in a new table.

- At the top, click **Insert** and then **Pivot table**. A dialog will appear.
- Type '**Blog Visitors!**A1:F26' as the data range.
- For the **Insert to** option, select **New Sheet**, and then click **Create**.

A new sheet titled **Pivot Table 1** is created.

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GSP1065 Overview Objectives Setup and requirements Task 1. Customize a sheet Task 2. Create a summary table Task 3. Calculate descriptive statistics Task 4. Work with pivot tables Task 5. Collaborate in Sheets Congratulations!

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Create a pivot table

Pivot tables summarize data in your spreadsheet by automatically aggregating, sorting, counting, or averaging the data and displaying the results in a new table.

- At the top, click **Insert** and then **Pivot table**.
A dialog will appear.
- Type '**Blog Visitors!**A1:F26' as the data range.
- For the **Insert to** option, select **New Sheet**, and then click **Create**.
A new sheet titled **Pivot Table 1** is created.
- Click the **Pivot Table 1** sheet, if it's not already open, and then find the **Pivot table editor** in the right panel.
- Click **Sum of Number of Unique Visitors for each Continent** from the **Suggested** list, and then expand the width of column A.
A pivot table acts as a sort of query against a source dataset. Depending on the data you choose, Sheets might recommend pivot tables to create.

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Congratulations!



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B34 A

=STDEV

	D	E	F	G	H
23 Rio de Janeiro	Br	8.26	5,064	5,000	
24 Sao Paulo	Br	7.70	10,025	10,000	
25 Shanghai	Chi	1.94	4,012	4,000	
26 Tokyo	Ja	1.27	2,009	2,000	

Named ranges

+ Add a range

NamedRange1 'Blog Visitors'!F2:F26

Descriptive Statistics

Average (Mean)

Median

Mode

Range

Standard Deviation

Cells

Rows

Columns

Sheet Shift+F11

Generate a table New

Pre-built tables

Timeline

Chart

Pivot table

Image

Drawing

Function

Link Ctrl+K

Checkbox

Dropdown

Emoji

Smart chips

8 16°C Mostly sunny

Search

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B34 =STDEV(data)

	A	B	C	D	E	F	G	H
23	Rio de Janeiro	Brazil	South America	South America	8.26	5.064	5,000	
24	Sao Paulo	Brazil	AsiaPac	South Amer			10,000	
25	Shanghai	China	AsiaPac	Asia			4,000	
26	Tokyo	Japan	AsiaPac	Asia			2,000	
27								
28								
29	Descriptive Statistics							
30	Average (Mean)	#NAME?						
31	Median	#NAME?						
32	Mode	#NAME?						
33	Range	#NAME?						
34	Standard Deviation	#NAME?						
35								
36								
37								
38								
39								
40								
41								
42								
43								
44								
45								

Create pivot table

Data range: 'Blog Visitors'!A1:F26

Insert to:

New sheet

Existing sheet

Cancel Create

Named ranges

+ Add a range

NamedRange1 'Blog Visitors'!F2:F26

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Search

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Lab setup instructions and requirements

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Open Google Sheets

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Password: J9oJcA7GDjRM

1. At the top, click **Insert** and then **Pivot table**.
A dialog will appear.

2. Type '**Blog Visitors!**A1:F26' as the data range.

3. For the **Insert to** option, select **New Sheet**, and then click **Create**.
A new sheet titled **Pivot Table 1** is created.

4. Click the **Pivot Table 1** sheet, if it's not already open, and then find the **Pivot table editor** in the right panel.

5. Click **Sum of Number of Unique Visitors for each Continent** from the **Suggested** list, and then expand the width of column A.
A pivot table acts as a sort of query against a source dataset. Depending on the data you choose, Sheets might recommend pivot tables to create.

6. At the top, click **Format > Theme**, and then choose an available theme to change the appearance of your sheet.

Manually create a pivot table

60/80

GSP1065 Overview Objectives Setup and requirements Task 1. Customize a sheet Task 2. Create a summary table Task 3. Calculate descriptive statistics Task 4. Work with pivot tables Task 5. Collaborate in Sheets Congratulations!

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Search

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A1 Continent

	A	B	C	D	E	F	G	H	I	J
1	Continent	SUM of Number								
2	Africa	28,221								
3	Asia	63,326								
4	Europe	21,101								
5	North America	17,069								
6	South America	37,364								
7	Grand Total	167,080								

'Blog Visitors'!A1:F26

Clear all

Suggested

Sum of Number of Unique Visitors for each Continent

Rows

Continent

Order Ascen... Sort by Contin...

Show totals

Columns

Values

Number of Unique Vis

Blog Visitors Pivot Table 1

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Search

ENG IN

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A1 Continent

	A	B
1	Continent	SUM of Number
2	Africa	28,22
3	Asia	63,32
4	Europe	21,10
5	North America	17,06
6	South America	37,36
7	Grand Total	167,08

10 + B I A F G H I J

Theme Number Text Alignment Wrapping Rotation Smart chips Font size Merge cells Convert to table Ctrl+Alt+T Conditional formatting Alternating colors Clear formatting Ctrl+\

Pivot table editor

'Blog Visitors'!A1:F26

Clear all

Suggested

Sum of Number of Unique Visitors for each Continent

Rows

Continent

Order Ascen... Sort by Contin... Show totals

Columns

Values

Number of Unique Vis

Search City Country Region Continent Avg. # of Page Views per Vi... Number of Unique Visitors

Blog Visitors Pivot Table 1

8 16°C Mostly sunny

Search

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A1 | fx Continent

	Continent	SUM of Number
1	Continent	SUM of Number
2	Africa	28,221
3	Asia	63,326
4	Europe	21,101
5	North America	17,069
6	South America	37,364
7	Grand Total	167,080
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

+ Blog Visitors Pivot Table 1

8 16°C Mostly sunny

Search

ENG IN 03:43 PM 13-01-2026

Themes

Current Theme Streamline Customize

Total 208

Simple Light

Total 208

Streamline

Total

Share

AI Camera Video Settings

Gemini

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Lab setup instructions and requirements End Lab 01:04:18 Time limit

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User Email student-02-1daa97aded30e Password J9oJcA7GDjrm

the appearance of your sheet.

Manually create a pivot table

- At the top, click **Insert** and then **Pivot table**. A dialog will appear.
- Type '**Blog Visitors!**A1:F26' as the data range.
- For the **Insert to** option, select **Existing Sheet**, type '**Pivot Table 1!**A17' in the field, and then click **Create**.
- In the **Pivot table editor** panel, click **Add** next to **Rows**, and then select **Continent**.
- To add data to column B, click **Add** next to **Rows**, and then select **City**.
- To display the counts of locations in each city and the total number of locations per continent, click **Add** next to **Values**, and then select **City**.

The **Values** section of the **Pivot table editor** includes several options to summarize

60/80 Lab instructions and tasks

GSP1065 Overview Objectives Setup and requirements Task 1. Customize a sheet Task 2. Create a summary table Task 3. Calculate descriptive statistics Task 4. Work with pivot tables Task 5. Collaborate in Sheets Congratulations!

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Search

ENG IN

8 16°C 03:43 PM 13-01-2026

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File Edit View Insert Format Data Tools Extensions Help Gemini

A29:B34 A Description

Shift+F11

New

Named ranges

Add a range

NamedRange1 'Blog Visitors'!F2:F26

Count: 11

16°C Mostly sunny

16°C Mostly sunny

Search

Eng IN

03:44 PM 13-01-2026

Table Data:

	D	E	F	G	H
1	City	Continent	Avg. # of Page Views per Visitor	Number of Unique Visitors	Number of Visitors (Rounded)
2	Amsterdam	Europe	9.26	6,023	6,000
3	Beijing	Asia	5.61	9,085	9,000
4	Bogota	South America	3.51	9,082	9,000
5	Buenos Aires	South America	1.35	1,100	1,000
6	Dhaka	Asia	1.80	5,004	5,000
7	Dubai	Asia	4.28	7,003	7,000
8	Johannesburg	Africa	9.63	8,065	8,000
9	Karachi	Asia	8.02	6,016	6,000
10	Kinshasa	Africa	7.65	8,070	8,000
11	Kolkata	Asia	2.00	5,012	5,000
12	Krakow	Europe	2.51	6,042	6,000
13	Kuala Lumpur	Asia	4.87	7,019	7,000
14	Lagos	Africa	2.44	7,070	7,000
15	Lima	South America	7.62	12,093	12,000
16	London	Europe	0.75	9,036	9,000
17	Manila	Asia	6.14	5,077	5,000
18	Mexico City	North America	6.48	9,018	9,000

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https://docs.google.com/spreadsheets/d/1nEm9dYk5_D4W1zv42iScnBLFls6pPgbkzZA0Ldd_ni8/edit?gid=780564050#gid=780564050

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Share

A29:B34 Descriptive Statistics

	A	B	C	D	E	F	G	H
1	City	Country	Region	Continent	Ava. # of	Number of		
2	Amsterdam	Netherlands	EMEA	Europe			ors (Rounded)	
3	Beijing	China	AsiaPac	Asia			6,000	
4	Bogota	Colombia	South America	South Amer			9,000	
5	Buenos Aires	Argentina	South America	South Amer			9,000	
6	Dhaka	Bangladesh	AsiaPac	Asia			1,000	
7	Dubai	UAE	EMEA	Asia			5,000	
8	Johannesburg	South Africa	EMEA	Africa			7,000	
9	Karachi	Pakistan	AsiaPac	Asia			8,000	
10	Kinshasa	Democratic Republic of the Congo	EMEA	Africa			6,000	
11	Kolkata	India	AsiaPac	Asia			8,000	
12	Krakow	Poland	EMEA	Europe			5,000	
13	Kuala Lumpur	Malaysia	AsiaPac	Asia			6,000	
14	Lagos	Nigeria	EMEA	Africa			7,000	
15	Lima	Peru	South America	South Amer			7,000	
16	London	United Kingdom	EMEA	Europe	0.75	9,036		12,000
17	Manila	Philippines	AsiaPac	Asia	6.14	5,077		9,000
18	Mexico City	Mexico	North America - M	North America	6.48	9,018		5,000
19	Montreal	Canada	North America - M	North America	7.04	8,000		9,000

Create pivot table

Data range: 'Blog Visitors'!A1:F26

Insert to: Existing sheet: Pivot Table 1!A17

Cancel Create

Named ranges

+ Add a range

NamedRange1 'Blog Visitors'!F2:F26

16°C Mostly sunny

Search

System icons: Windows, Search, File Explorer, Task View, Edge, Firefox, Power Shell, Settings, Camera, Video, File, Settings, Network, Sound, Battery, 03:45 PM, 13-01-2026

On the Rise Bakery Web Traffic - X Private New Tab +

https://docs.google.com/spreadsheets/d/1nEm9dYk5_D4W1zv42iScnBLFI6pPgbkzZA0Ldd_ni8/edit?gid=1926816813#gid=1926816813

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File Edit View Insert Format Data Tools Extensions Help Gemini

Share

Pivot table editor

'Blog Visitors'!A1:F26

Search

City

Country

Region

Continent

Avg. # of Page Views per Vi...

Number of Unique Visitors

Clear all

Suggested

Sum of Number of Unique Visitors for each Continent

Rows Add

Columns Add

Values Add

Filters Add

A18 Rows Columns

A B C D E F G H I J

11
12
13
14
15
16
17
18 Rows Values

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+ Blog Visitors Pivot Table 1

8 16°C Mostly sunny

Search

13-01-2026 03:45 PM ENG IN

On the Rise Bakery Web Traffic

File Edit View Insert Format Data Tools Extensions Help Gemini

Q ← → ⌂ ⌃

A18 ▾ | fx Rows

Row

Pivot Table 1

8 16°C
Mostly sunny

Q Search



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13.01.2026

03:46 PM
13.01.2026

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File Edit View Insert Format Data Tools Extensions Help Gemini

B18 A B C D E F G H I J

11
12
13
14
15
16
17 Continent
18 Africa
19 Asia
20 Europe
21 North America
22 South America
23 Grand Total

Pivot table editor

'Blog Visitors'!A1:F26

Clear all

Suggested

Sum of Number of Unique Visitors for each Continent

Rows

Continent

Order Ascen... Sort Co Show totals

City
Country
Region

Avg. # of Page Views per Visitor
Number of Unique Visitors

Columns

Avg. # of Page Views per Visitor
Number of Unique Visitors

Values

Add

Filters

Add

16°C 16°C Mostly sunny

Search

ENG IN 03:46 PM 13-01-2026

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https://docs.google.com/spreadsheets/d/1nEm9dYk5_D4W1zv42iScnBLFls6pPgbkzZA0Ldd_ni8/edit?gid=1926816813#gid=1926816813 4

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File Edit View Insert Format Data Tools Extensions Help Gemini

F23

Continent	City
Africa	Johannesburg
	Kinshasa
	Lagos
	Nairobi
Africa Total	
Asia	Beijing
	Dhaka
	Dubai
	Karachi
	Kolkata
	Kuala Lumpur
	Manila
	Mumbai
	Osaka
	Shanghai
Tokyo	
Asia Total	
Europe	Amsterdam
	Krakow
	London
Europe Total	
North Amer	Mexico City

Pivot Table 1

'Blog Visitors'!A1:F26

Clear all

Suggested

Sum of Number of Unique Visitors for each Continent

Rows Add

Continent

Order Ascen... Sort by Contin...

Show totals

City

Order Ascen... Sort by City

Show totals

Search

City

Country

Region

Continent

Avg. # of Page Views per Vi...

Number of Unique Visitors

16°C Mostly sunny

Search

16°C Mostly sunny

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Use Functions, Formulas, and Charts in Google Sheets

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Use Functions, Formulas, and Charts in Google Sheets > Pivot Tables in Google Sheets

Contents

Pivot Tables in Google Sheets

Dashboard Catalog Paths

Lab setup instructions and requirements

End Lab 00:59:58 Time limit

Caution: When you are in the console, do not deviate from the lab instructions. Doing so may cause your account to be blocked. Learn more.

Open Google Sheets

User Email: student-02-1daa97aded30e

Password: J9oJcA7GDjrm

60/80 Lab instructions and tasks

GSP1065 Overview Objectives Setup and requirements Task 1. Customize a sheet Task 2. Create a summary table Task 3. Calculate descriptive statistics Task 4. Work with pivot tables Task 5. Collaborate in Sheets Congratulations!

Task 5. Collaborate in Sheets

In this task, you use Google Sheets features designed for collaboration to track a project.

Use checkboxes

You can add checkboxes to cells in a spreadsheet and use them for many purposes like checking off a to-do list.

1. In the lower-left of your spreadsheet, click the Add Sheet icon (+) to add another sheet.
2. Right-click the new sheet name, click **Rename**, and type **To-Do List**
3. In cell A1, type **Description**
4. Copy this list, select cell A2, and right-click to paste:
 - **Create Schedule**

< Previous Next >

8 16°C Mostly sunny

Search

ENG IN

03:48 PM 13-01-2026

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Contents Pivot Tables in Google Sheets

Dashboard Catalog Paths

Lab setup instructions and requirements End Lab 00:59:43 Time limit

Caution: When you are in the console, do not deviate from the lab instructions. Doing so may cause your account to be blocked. Learn more. Open Google Sheets

User Email student-02-1daa97aded30c Password J9oJcA7GDjrm

Use checkboxes

You can add checkboxes to cells in a spreadsheet and use them for many purposes like checking off a to-do list.

1. In the lower-left of your spreadsheet, click the Add Sheet icon (+) to add another sheet.
2. Right-click the new sheet name, click **Rename**, and type **To-Do List**
3. In cell A1, type **Description**
4. Copy this list, select cell A2, and right-click to paste:
 - Create Schedule
 - Create Budget
 - Design Charts

Ensure that each item in the list is pasted in its own cell in Column A.

60/80 Lab instructions and tasks

GSP1065 Overview Objectives Setup and requirements Task 1. Customize a sheet Task 2. Create a summary table Task 3. Calculate descriptive statistics Task 4. Work with pivot tables Task 5. Collaborate in Sheets Congratulations!

Next >

< Previous

8 16°C Mostly sunny

Search

Windows Start Search File View Insert Cells Data Formulas Page Layout Tools Add-ons Add-ons Marketplace Help

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Saving...

File Edit View Insert Format Data Tools Extensions Help Gemini

Share

Named ranges

Add a range

NamedRange1
'Blog Visitors'!F2:F26

A1 A B C D E F G H I J K

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+ Blog Visitors Pivot Table 1 To-Do List

8 16°C Mostly sunny

Search

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File Edit View Insert Format Data Tools Extensions Help Gemini

A6

	A	B	C	D	E	F	G	H	I	J	K
1	Description										
2	Create Schedule										
3	Create Budget										
4	Design Charts										
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+ Blog Visitors Pivot Table 1 To-Do List

8 16°C Mostly sunny

Search

ENG IN

03:49 PM 13-01-2026

Named ranges

+ Add a range

NamedRange1 'Blog Visitors'!F2:F26

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https://docs.google.com/spreadsheets/d/1nEm9dYk5_D4W1zv42iScnBLFls6pPgbkzZA0Ldd_ni8/edit?gid=1861533889#gid=1861533889

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File Edit View Insert Format Data Tools Extensions Help Gemini

B2:B4 A

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2	Create Schedule
3	Create Budget
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18	Link Ctrl+K
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25	

Cells Rows Columns Sheet Shift+F11

Generate a table New

Pre-built tables

Timeline

Chart

Pivot table

Image

Drawing

Function

Link Ctrl+K

Checkbox

Dropdown

Emoji

Smart chips

Blog Visitors Pivot Table 1 To-Do List

Named ranges

+ Add a range

NamedRange1 'Blog Visitors'!F2:F26

8 16°C Mostly sunny

Search

16°C Mostly sunny

ENG IN

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File Edit View Insert Format Data Tools Extensions Help Gemini

B2:B4 FALSE

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1	Description										
2	Create Schedule	<input type="checkbox"/>									
3	Create Budget	<input type="checkbox"/>									
4	Design Charts	<input type="checkbox"/>									
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+ Blog Visitors Pivot Table 1 To-Do List Count: 3

8 16°C Mostly sunny

Search

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Named ranges

+ Add a range

NamedRange1 'Blog Visitors'!F2:F26

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Contents Pivot Tables in Google Sheets

Dashboard Catalog Paths

Lab setup instructions and requirements

End Lab 00:58:00 Time limit

Caution: When you are in the console, do not deviate from the lab instructions. Doing so may cause your account to be blocked. Learn more.

Open Google Sheets

User Email: student-02-1daa97aded30e

Password: J9oJcA7GDjRM

Create action items

1. Copy the **User Email** in the left panel of this lab.
2. Return to the **To-Do List** sheet, right-click on cell A2, and then select **Comment**.
3. Type @, paste your **User Email**, and then type **Deadline: Next Monday**
4. Check the **Assign to you** box, and then click **Assign**.
5. In the upper-right corner of the page, click the Open comment history icon () to view all comments.

To filter comments, you can click the dropdowns next to **All types** and **All sheets**.

60/80 Lab instructions and tasks

GSP1065 Overview Objectives Setup and requirements Task 1. Customize a sheet Task 2. Create a summary table Task 3. Calculate descriptive statistics Task 4. Work with pivot tables Task 5. Collaborate in Sheets Congratulations!

Previous Next

8 16°C Mostly sunny

Search

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File Edit View Insert Format Data Tools Extensions Help Gemini

A2

Description
Create Sched
Create Budg
Design Chart

+ Insert cells

- Delete row
- Delete column
- Delete cells

◆ Analyze with Gemini New

Convert to table New

>Create a filter

Filter by cell value

Show edit history

Insert link

Comment Ctrl+Alt+M

Insert note

Pre-built tables

Conditional notifications New

Dropdown

Smart chips

E F G H I J K L M N

16°C 10:50 AM 03:50 PM 13-01-2026

Search

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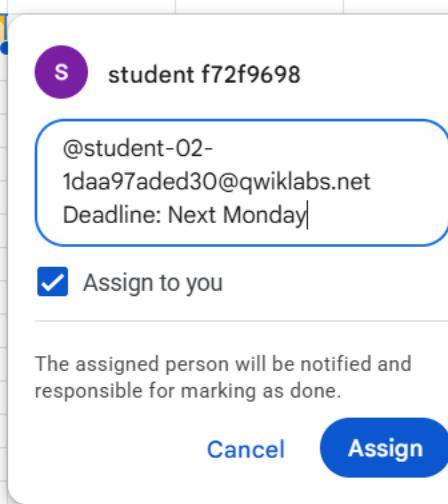
On the Rise Bakery Web Traffic

File Edit View Insert Format Data Tools Extensions Help Gemini

Share

A2 | Create Schedule

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+ Blog Visitors Pivot Table 1 To-Do List

8 Upcoming Earnings



Search



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File Edit View Insert Format Data Tools Extensions Help Gemini

Share

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+ Blog Visitors Pivot Table 1 To-Do List

8 16°C Mostly sunny

Search

ENG IN 03:58 PM 13-01-2026

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File Edit View Insert Format Data Tools Extensions Help Gemini

A2 Create Schedule

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+ Blog Visitors Pivot Table 1 To-Do List

8 16°C Mostly sunny

Search

ENG IN 03:58 PM 13-01-2026

Comments

All comments For you

All types All sheets

Assigned to you

To-Do List · A2 · Create Schedule

s student f72f9698 3:58 PM Today
@student-02- 1daa97aded30@qwiklabs.net Deadline: Next Monday

s student f72f9698 3:58 PM Today
@student-02- 1daa97aded30@qwiklabs.net Deadline: Next Monday

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Contents Pivot Tables in Google Sheets

Lab setup instructions and requirements

End Lab 00:45:32 Time limit

Caution: When you are in the console, do not deviate from the lab instructions. Doing so may cause your account to be blocked. Learn more.

Open Google Sheets

User Email: student-02-1daa97aded30e

Password: J9oJcA7GDjrm

In the upper-right corner of the page, click the Open comment history icon to view all comments. To filter comments, you can click the dropdowns next to All types and All sheets.

View changes to a file

1. To see who changed a cell and when it was changed, right-click cell A1, and click Show edit history.
2. To see an earlier version of your spreadsheet, at the top, click File > Version history > See version history. The Version history should appear in the right panel. You can use the options in this panel to view or revert to earlier versions of a Sheets file.
3. Select the second version in the list, click More actions (⋮), and then click Name this version.
4. To add a version name, type Action Items, and press ENTER on your keyboard.
5. Click More (⋮) to review the updated menu options, and then answer the following question.

8 16°C Mostly sunny

Search

8 16°C Mostly sunny

ENG IN

04:02 PM 13-01-2026

80/80

Lab instructions and tasks

GSP1065

Overview

Objectives

Setup and requirements

Task 1. Customize a sheet

Task 2. Create a summary table

Task 3. Calculate descriptive statistics

Task 4. Work with pivot tables

Task 5. Collaborate in Sheets

Congratulations!

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File Edit View Insert Format Data Tools Extensions Help Gemini

Paste special

- + Insert 1 row above
- + Insert 1 column left
- + Insert cells
- Delete row
- Delete column
- Delete cells
- ◆ Analyze with Gemini New
- Convert to table New
- >Create a filter
- Filter by cell value
- Show edit history
- Insert link
- Comment Ctrl+Alt+M
- Insert note
- Pre-built tables
- Conditional notifications New

Comments

All comments For you

All types All sheets

Assigned to you

To-Do List · A2 · Create Schedule

s student f72f9698 3:58 PM Today
@student-02- 1daa97aded30@qwiklabs.net Deadline: Next Monday

16°C 10:59 AM 03:59 PM 13-01-2026

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Description

A1

1 Description

2 Create Schedule

3 Create Budget

4 Design Charts

B C D E F G H I J K

Edit history < >

student f72f9698 January 13, 3:49 PM

Added: "Description"

Comments

All comments For you

All types All sheets

Assigned to you

To-Do List · A2 · Create Schedule

student f72f9698 3:58 PM Today
@student-02-
1daa97aded30@qwiklabs.net
Deadline: Next Monday

Blog Visitors Pivot Table 1 To-Do List

8 16°C Search 03:59 PM 13-01-2026

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On the Rise Bakery Web Traffic

A1

New Open Import Make a copy Share Email Download Approvals Rename Move Add shortcut to Drive Move to trash Version history Make available offline Details Security limitations Settings

Name current version See version history Ctrl+Alt+Shift+H

Blog Visitors Pivot Table 1 To-Do List

Comments All comments For you All types All sheets Assigned to you To-Do List · A2 · Create Schedule student f72f9698 3:58 PM Today @student-02- 1daa97aded30@qwiklabs.net Deadline: Next Monday

16°C 16°C Mostly sunny 03:59 PM 13-01-2026

Search

Eng In

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Today, 3:55 PM

Version history

All versions

Today

> January 13, 3:55 PM
Current version
student f72f9698

January 13, 3:19 PM
student f72f9698

January 13, 3:18 PM
student f72f9698

Highlight changes

Show unmodified rows

A B C D E F G H I J K

1 Description

2 Create Schedule

3 Create Budget

4 Design Charts

996 rows not modified

Blog Visitors Pivot Table 1 To-Do List

8 16°C Mostly sunny

Search

Eng IN 03:59 PM 13-01-2026

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Action Items Restore this version

100% Total: 1 edit

	A	B	C	D	E	F	G	H	I	J	K
1	City	Country	Region	Continent	Avg. # of Page Views per Visitor	Number of Unique Visitors					
2	Amsterdam	Netherlands	EMEA	Europe	9.26	6,023					
3	Beijing	China	AsiaPac	Asia	5.61	9,085					
4	Bogota	Colombia	South America	South America	3.51	9,082					
5	Buenos Aires	Argentina	South America	South America	1.35	1,100					
6	Dhaka	Bangladesh	AsiaPac	Asia	1.80	5,004					
7	Dubai	UAE	EMEA	Asia	4.28	7,003					
8	Johannesburg	South Africa	EMEA	Africa	9.63	8,065					
9	Karachi	Pakistan	AsiaPac	Asia	8.02	6,016					
10	Kinshasa	Democratic Re	EMEA	Africa	7.65	8,070					
11	Kolkata	India	AsiaPac	Asia	2.00	5,012					
12	Krakow	Poland	EMEA	Europe	2.51	6,042					
13	Kuala Lumpur	Malaysia	AsiaPac	Asia	4.87	7,019					
14	Lagos	Nigeria	EMEA	Africa	2.44	7,070					
15	Lima	Peru	South America	South America	7.62	12,093					
16	London	United Kingdom	EMEA	Europe	0.75	9,036					
17	Manila	Philippines	AsiaPac	Asia	6.14	5,077					
18	Mexico City	Mexico	North America - M	North America	6.48	9,018					
19	Mumbai	India	AsiaPac	Asia	7.84	8,063					

Blog Visitors

Highlight changes

Show unmodified rows

16°C 10:00 AM 13-01-2026

Search

Eng IN

04:00 PM 13-01-2026

Action Items Version history

All versions

Today

> January 13, 3:55 PM

Current version

student f72f9698

Action Items

January 13, 3:19 PM

student f72f9698

January 13, 3:18 PM

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On the Rise Bakery Web Traffic - X Private New Tab

https://docs.google.com/spreadsheets/d/1nEm9dYk5_D4W1zv42iScnBLFls6pPgbkzZA0Ldd_ni8/edit?gid=1861533889#gid=1861533889

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	A	B	C	D	E	F	G	H
1	City	Country	Region	Continent	Avg. # of Page Views per Visitor	Number of Unique Visitors	Number of Visitors (Rounded)	
2	Amsterdam	Netherlands	EMEA	Europe	9.26	6,023	6,000	
3	Beijing	China	AsiaPac	Asia	5.61	9,085	9,000	
4	Bogota	Colombia	South America	South America	3.51	9,082	9,000	
5	Buenos Aires	Argentina	South America	South America	1.35	1,100	1,000	
6	Dhaka	Bangladesh	AsiaPac	Asia	1.80	5,004	5,000	
7	Dubai	UAE	EMEA	Asia	4.28	7,003	7,000	
8	Johannesburg	South Africa	EMEA	Africa	9.63	8,065	8,000	
9	Karachi	Pakistan	AsiaPac	Asia	8.02	6,016	6,000	
10	Kinshasa	Democratic Republic of the Congo	EMEA	Africa	7.65	8,070	8,000	
11	Kolkata	India	AsiaPac	Asia	2.00	5,012	5,000	
12	Krakow	Poland	EMEA	Europe	2.51	6,042	6,000	
13	Kuala Lumpur	Malaysia	AsiaPac	Asia	4.87	7,019	7,000	
14	Lagos	Nigeria	EMEA	Africa	2.44	7,070	7,000	
15	Lima	Peru	South America	South America	7.62	12,093	12,000	
16	London	United Kingdom	EMEA	Europe	0.75	9,036	9,000	
17	Manila	Philippines	AsiaPac	Asia	6.14	5,077	5,000	
18	Mexico City	Mexico	North America - N	North America	6.48	9,018	9,000	
19	Mumbai	India	AsiaPac	Asia	7.84	8,063	8,000	

Version history

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1	City	Country	Region	Continent	Avg. # of Page Views per Visitor	Number of Unique Visitors					
2	Amsterdam	Netherlands	EMEA	Europe	9.26	6,023					
3	Beijing	China	AsiaPac	Asia	5.61	9,085					
4	Bogota	Colombia	South America	South America	3.51	9,082					
5	Buenos Aires	Argentina	South America	South America	1.35	1,100					
6	Dhaka	Bangladesh	AsiaPac	Asia	1.80	5,004					
7	Dubai	UAE	EMEA	Asia	4.28	7,003					
8	Johannesburg	South Africa	EMEA	Africa	9.63	8,065					
9	Karachi	Pakistan	AsiaPac	Asia	8.02	6,016					
10	Kinshasa	Democratic Re	EMEA	Africa	7.65	8,070					
11	Kolkata	India	AsiaPac	Asia	2.00	5,012					
12	Krakow	Poland	EMEA	Europe	2.51	6,042					
13	Kuala Lumpur	Malaysia	AsiaPac	Asia	4.87	7,019					
14	Lagos	Nigeria	EMEA	Africa	2.44	7,070					
15	Lima	Peru	South America	South America	7.62	12,093					
16	London	United Kingdom	EMEA	Europe	0.75	9,036					
17	Manila	Philippines	AsiaPac	Asia	6.14	5,077					
18	Mexico City	Mexico	North America - M	North America	6.48	9,018					
19	Mumbai	India	AsiaPac	Asia	7.84	8,063					

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Action Items

- Restore this version
- Rename
- Remove name
- January 13, 3:55 PM student f72f9698 Make a copy

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