

Introduction to Pivot Tables

PIVOT TABLES IN SPREADSHEETS



Frank Sumanski

Founder, SpreadsheetAllstars.com

Basic pivot table features

- Filter
- Sort
- Subtotal
- Analyze

Year	Name	Industry	Revenue	Profit	Headquarters
2017	Walmart	General merchandisers	486	13.6	USA
2017	State Grid	Utilities	315	9.6	China
2017	Sinopec Group	Petroleum refining	268	1.3	China
2017	China National Petroleum	Petroleum refining	263	1.9	China
2017	Toyota	Automotive	255	16.9	Japan
2017	Volkswagen Group	Automotive	240	5.9	Germany
2017	Royal Dutch Shell	Petroleum refining	240	4.6	Netherlands
2017	Berkshire Hathaway	Conglomerate	224	24.1	USA
2017	Apple	Electronics	216	45.7	USA
2017	Exxon Mobil	Petroleum refining	205	7.8	USA

Top 10 Companies - 2017

File Edit View Insert Format Data Tools Add-ons Help

100% \$ % .0 .00 123 Arial 10 B I S A

fx

	A	B	C	D	E	F	G
1		Columns					
2	Rows	Values					
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

Pivot table editor

'Top10-2017'!A3:F13

Suggested

Average of Revenue (\$B) for each Headquarters

Count of Name for each Headquarters

Sum of Profit (\$B) for each Headquarters

Rows

ADD

Columns

ADD

Values

ADD

Filters

ADD

Top10-2017

Pivot Table 5

Top 10 Companies - 2017

File Edit View Insert Format Data Tools Add-ons Help [All changes saved in Drive](#)

100% \$ % .0 .00 123 Arial 10 B I S A

fx

	A	B	C	D	E	F	G	H	I	J
1	Dataset = Fortune Global Top 10 companies by revenue 2017. Source - Fortune.com									
2										
3	Year	Name	Headquarters	Industry	Revenue (\$B)	Profit (\$B)				
4	2017	Walmart	USA	General merchandisers	486	13.6				
5	2017	State Grid	China	Utilities	315	9.6				
6	2017	Sinopec Group	China	Petroleum refining	268	1.3				
7	2017	China National Petroleum	China	Petroleum refining	263	1.9				
8	2017	Toyota	Japan	Automotive	255	16.9				
9	2017	Volkswagen Group	Germany	Automotive	240	5.9				
10	2017	Royal Dutch Shell	Netherlands	Petroleum refining	240	4.6				
11	2017	Berkshire Hathaway	USA	Conglomerate	224	24.1				
12	2017	Apple	USA	Electronics	216	45.7				
13	2017	Exxon Mobil	USA	Petroleum refining	205	7.8				
14										
15										
16										
17										

Top10-2017 Pivot Table 10

Explore

Let's practice!

PIVOT TABLES IN SPREADSHEETS

Organizing Rows and Columns

PIVOT TABLES IN SPREADSHEETS



Frank Sumanski

Founder, SpreadsheetAllstars.com

Top 10 Companies - 2017

File Edit View Insert Format Data Tools Add-ons Help

100% \$ % .0 .00 123 Arial 10

fx

	A	B	C	D	E	F	G
1		Columns					
2	Rows	Values					
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

Pivot table editor

'Top10-2017'!A3:F13

Suggested

Average of Revenue (\$B) for each Headquarters

Count of Name for each Headquarters

Sum of Profit (\$B) for each Headquarters

Rows

ADD

Columns

ADD

Values

ADD

Filters

ADD

+

Top10-2017

Pivot Table 11

Top 10 Companies - 2017

File Edit View Insert Format Data Tools Add-ons Help

100% \$ % .0 .00 123 Arial 10

fx

Values

	A	B	C	D	E	F	G
1		Columns					
2	Rows	Values					
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

Pivot table editor

'Top10-2017'!A3:F13

Suggested

Average of Revenue (\$B) for each Headquarters

Count of Name for each Headquarters

Sum of Profit (\$B) for each Headquarters

Rows

ADD

Columns

ADD

Values

ADD

Filters

ADD

+

Top10-2017

Pivot Table 11

+

Top 10 Companies - 2017

File Edit View Insert Format Data Tools Add-ons Help

100% \$ % .0 .00 123 Arial 10

fx

	A	B	C	D	E	F	G
1	Industry						
2	Automotive						
3	Conglomerate						
4	Electronics						
5	General merchandisers						
6	Petroleum refining						
7	Utilities						
8	Grand Total						
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

Pivot table editor

'Top10-2017'!A3:F13

Suggested

Rows

Industry

OrderAscendingSort byIndustry

Show totals

Columns

Values

Filters

Top10-2017

Pivot Table 11

Top 10 Companies - 2017

File Edit View Insert Format Data Tools Add-ons Help

100% \$ % .0 .00 123 Arial 10

2017

	A	B	C	D	E	F	G
1		Year					
2	Industry	2017	Grand Total				
3	Automotive						
4	Conglomerate						
5	Electronics						
6	General merchandisers						
7	Petroleum refining						
8	Utilities						
9	Grand Total						
10							
11							
12							
13							
14							
15							
16							
17							
18							

Pivot table editor

Suggested

Rows

Industry

Order Ascending Sort by Industry

Show totals

Columns

Year

Order Ascending Sort by Year

Show totals

+

Top10-2017

Pivot Table 11

+

Let's practice!

PIVOT TABLES IN SPREADSHEETS

Pivot Table Values

PIVOT TABLES IN SPREADSHEETS



Frank Sumanski

Founder, SpreadsheetAllstars.com

Top 10 Companies - 2017

File Edit View Insert Format Data Tools Add-ons Help

100% \$ % .0 .00 123 Arial 10

fx

	A	B	C	D	E	F	G
1	Industry						
2	Automotive						
3	Conglomerate						
4	Electronics						
5	General merchandisers						
6	Petroleum refining						
7	Utilities						
8	Grand Total						
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

Pivot table editor

'Top10-2017'!A3:F13

Suggested

Rows

Industry

Order Ascending

Sort by Industry

Show totals

Columns

Values

Filters

Top10-2017

Pivot Table 11

Top 10 Companies - 2017

File Edit View Insert Format Data Tools Add-ons Help

100% \$ % .0 .00 123 Arial 10

	Industry					
	A	B	C	D	E	F
1	Industry	SUM of Revenue (\$B)				
2	Automotive	495				
3	Conglomerate	224				
4	Electronics	216				
5	General merchandisers	486				
6	Petroleum refining	976				
7	Utilities	315				
8	Grand Total	2,712				
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

Industry

OrderAscendingSort byIndustry

Show totals

Columns

ADD

Values

Revenue (\$B)

Summarize bySUMShow asDefault

Filters

ADD

Top10-2017 Pivot Table 11

Let's practice!

PIVOT TABLES IN SPREADSHEETS