

Adding or Changing Data

PIVOT TABLES IN SPREADSHEETS



Frank Sumanski

Founder, SpreadsheetAllstars.com

Top 10 Companies

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Year

	A	B	C	D	E	F	G	H
1	Dataset = Fortune Global Top 10 companies by revenue 2017; with 2015 and 2016 comps. Source - Fortune.com							
2								
3	Year	Name	Industry	Revenue	Profit	Headquarters		
4	2017	Walmart	General merchandisers	486.00		13.6 USA		
5	2017	State Grid	Utilities	315.00		9.6 China		
6	2017	Sinopec Group	Petroleum refining	268.00		1.3 China		
7	2017	China National Petroleum	Petroleum refining	263.00		1.9 China		
8	2017	Toyota	Automotive	255.00		16.9 Japan		
9	2017	Volkswagen Group	Automotive	240.00		5.9 Germany		
10	2017	Royal Dutch Shell	Petroleum refining	240.00		4.6 Netherlands		
11	2017	Berkshire Hathaway	Conglomerate	224.00		24.1 USA		
12	2017	Apple	Electronics	216.00		45.7 USA		
13	2017	Exxon Mobil	Petroleum refining	205.00		7.8 USA		
14	2016	Walmart	General merchandisers	482.00		14.7 USA		
15	2016	State Grid	Utilities	330.00		10.2 China		
16	2016	Sinopec Group	Petroleum refining	294.00		3.6 China		
17	2016	China National Petroleum	Petroleum refining	299.00		7.1 China		

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Sheet1

Pivot Table 1

Explore

Top 10 Companies

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	A	B	C	D	E	F
1	SUM of Revenue	Year				
2	Name	2015	2016	2017	Grand Total	
3	Apple	183.00	234.00	216.00	633.00	
4	Berkshire Hathaway	195.00	211.00	224.00	630.00	
5	China National Petroleum	429.00	299.00	263.00	991.00	
6	Exxon Mobil		246.00	205.00	451.00	
7	Royal Dutch Shell	431.00	272.00	240.00	943.00	
8	Sinopec Group	447.00	294.00	268.00	1,009.00	
9	State Grid	339.00	330.00	315.00	984.00	
10	Toyota	248.00	237.00	255.00	740.00	
11	Volkswagen Group	269.00	237.00	240.00	746.00	
12	Walmart	486.00	482.00	486.00	1,454.00	
13	Grand Total	3,027.00	2,842.00	2,712.00	8,581.00	

Pivot table editor

Sheet1!A3:F32

Suggested

Rows

Name

OrderAscendingSort byName

Show totals

Columns

Year

OrderAscendingSort byYear

Show totals

Top 10 Companies

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USA

	A	B	C	D	E	F	G	H	
1	Dataset = Fortune Global Top 10 companies by revenue 2017; with 2015 and 2016 comps. Source - Fortune.com								
2									
3	Year	Name	Industry	Revenue	Profit	Headquarters			
25	2015	State Grid	Utilities	339.00		9.8 China			
26	2015	Sinopec Group	Petroleum refining	447.00		5.2 China			
27	2015	China National Petroleum	Petroleum refining	429.00		16.4 China			
28	2015	Toyota	Automotive	248.00		19.8 Japan			
29	2015	Volkswagen Group	Automotive	269.00		14.6 Germany			
30	2015	Royal Dutch Shell	Petroleum refining	431.00		14.9 Netherlands			
31	2015	Berkshire Hathaway	Conglomerate	195.00		19.9 USA			
32	2015	Apple	Electronics	183.00		39.5 USA			
33									
34									
35									
36	2015	Exxon Mobil	Petroleum refining	383.00		32.5 USA			
37									
38									
39									

Sheet1

Pivot Table 1

Explore

Changing or adding data to a Pivot Table

- Changing Data
 - Simply change the original dataset
- Adding Data
 - Add a new row below your dataset
 - Adjust the Source in the Pivot Table Editor

Let's practice!

PIVOT TABLES IN SPREADSHEETS

Troubleshooting Errors

PIVOT TABLES IN SPREADSHEETS



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Dataset = Fortune Global Top 10 companies by revenue 2017; with 2015 and 2016 comps. Source - Fortune.com

Year	Name	Industry	Revenue	Profit	Headquarters
2015	Walmart	General merchandise	486	16.4	USA
2015	State Grid	Utilities	339	9.8	China
2015	Sinopec Group	Petroleum refining	447	5.2	China
2015	China National Petro	Petroleum refining	429	16.4	China
2015	Toyota		248	19.8	Japan
2015	Volkswagen Group	Automotive	269	14.6	Germany
2015	Royal Dutch Shell	Petroleum refining	431	14.9	Netherlands
2015	Berkshire Hathaway	Conglomerate	195	19.9	USA
2015	Apple	Electronics	183	39.5	USA
2015	Exxon Mobil	Petroleum refining	383	32.5	USA

Sheet1 Pivot Table 1 Explore

Using COUNTA to identify missing data

`=COUNTA(range)`

Top 10 Companies

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fx USA

	A	B	C	D	E	F	G	H
1	Dataset = Fortune Global Top 10 companies by revenue 2017; with 2015 and 2016 comps. Source - Fortune.com							
2								
3	Year	Name	Industry	Revenue	Profit	Headquarters		
23	2016	Exxon Mobil	Petroleum refining	246.00	16.2	USA		
24	2015	Walmart	General merchandisers	486.00	16.4	USA		
25	2015	State Grid	Utilities	339.00	9.8	China		
26	2015	Sinopec Group	Petroleum refining		5.2	China		
27	2015	China National Petroleum	Petroleum refining	429.00	16.4	China		
28	2015	Toyota	Automotive	248.00	19.8	Japan		
29	2015		Automotive	269.00	14.6	Germany		
30	2015	Royal Dutch Shell	Petroleum refining	431.00	14.9	Netherlands		
31	2015	Berkshire Hathaway	Conglomerate	195.00	19.9	USA		
32	2015	Apple	Electronics	183.00	39.5	USA		
33	2015	Exxon Mobil	Petroleum refining	383.00	32.5	USA		
34								
35								
36								

Sheet1 Pivot Table 1

Top 10 Companies

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	A	B	C	D	E	F	G	H	I
1	Dataset = Fortune Global Top 10 companies by revenue 2017; with 2015 and 2016 comps. Source - Fortune.com								
2									
3	Year	Name	Industry	Revenue	Profit	Headquarters			
26	2015	Sinopec Group	Petroleum refining	447	5.2	China			
27	2015	China National Petro	Petroleum refining	429	16.4	China			
28	2015	Toyota		248	19.8	Japan			
29	2015	Volkswagen Group	Automotive	269	14.6	Germany			
30	2015	Royal Dutch Shell	Petroleum refining	431	14.9	Netherlands			
31	2015	Berkshire Hathaway	Conglomerate	195	19.9	USA			
32	2015	Apple	Electronics	183	39.5	USA			
33	2015	Exxon Mobil	Petroleum refining	383	32.5	USA			
34									
35	31	31	30	31	31	30			
36									
37									
38									
39									
...									

Sheet1 Pivot Table 1

Top 10 Companies

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Industry

	A	B	C	D	E	F
1	Industry	SUM of Revenue				
2	Automotive	1,486.00				
3	Conglomerate	630.00				
4	Electronics	633.00				
5	General merchandisers	1,454.00				
6	Petroleum refiner	294.00				
7	Petroleum refining	3,483.00				
8	Utilities	984.00				
9	Grand Total	8,964.00				
10						
11						
12						
13						
14						
15						
16						
17						
18						

Pivot table editor

Sheet1!A3:F33

Suggested

Rows

Industry

OrderAscendingSort byIndustry

Show totals

Columns

Values

Revenue

Summarize byShow as

Sheet1 Pivot Table 1

Top 10 Companies

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fx

Name

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	A	B	C
1	Name	SUM of Revenue	
2	Apple	0	
3	Berkshire Hathaway	0	
4	China National Petroleum	0	
5	Exxon Mobil	0	
6	Royal Dutch Shell	0	
7	Sinopec Group	0	
8	State Grid	0	
9	Toyota	0	
10	Volkswagen Group	0	
11	Walmart	0	
12	Grand Total	0	
13			
14			
15			
16			
17			
18			

Pivot table editor

Rows

Name

Order

Ascending

Sort by

Name

Show totals

Columns

Values

Revenue

Summarize by

SUM

Show as

Default

Filters

Sheet1 Pivot Table 1

Let's practice!

PIVOT TABLES IN SPREADSHEETS

Best Practices and Recommendations

PIVOT TABLES IN SPREADSHEETS



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Best practices for selecting pivot table fields

- Rows & Columns

- Descriptive Fields: Non-numerical fields such as Industry, Year, or Product Type
- Use these fields to sort and organize data

- Values

- Measurements: Numerical categories such as Revenue, Profit, or Inches of Rainfall
- Use these fields to perform mathematical calculations

When not to use a pivot table

- **Small Datasets**

- Consider using Sort, Subtotal, & Filter

- **Strict Formatting**

- Precise control of layout and formatting may not be available with a pivot table

Let's practice!

PIVOT TABLES IN SPREADSHEETS

Final thoughts

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Congratulations!

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