You can use pivot tables to narrow down a large data set or see relationships between data points. For example, you could use a pivot table to analyze which salesperson brought the most revenue for a specific month.

Add or edit pivot tables

1. On your computer, open a spreadsheet in [Google Sheets](#).
2. Select the cells with source data you want to use. **Important:** Each column needs a header.
3. In the menu at the top, click **Data Pivot table**. Click the pivot table sheet, if it's not already open.
4. In the side panel, next to "Rows" or "Columns," click **Add**, then choose a value.
5. In the side panel, next to "Values," click **Add**, then choose the value you want to see over your rows or columns.
6. [You can change how your data is listed, sorted, summarized, or filtered](#). Next to what you want to change, click the Down Arrow .

Change or remove data

1. On your computer, open a spreadsheet in [Google Sheets](#).
2. Click the pivot table.
3. In the side panel, change or remove fields:

Note: The pivot table refreshes any time you change the source data cells it's drawn from.

Calculate a value with a custom formula

1. On your computer, open a spreadsheet in [Google Sheets](#).
2. Click the pivot table.
3. In the side panel, next to "Values," click **Add** click **Calculated field**.
4. In the field that appears, enter a formula. Then, next to "Summarize by," click **Custom**.
5. You'll see a new column called "Calculated field 1."

Customize a pivot table

You can change how your pivot table data is listed, sorted, summarized, or filtered.

Order and sort columns or rows

You can sort and order your data by pivot table row or column names or aggregated values.

1. On your computer, open a spreadsheet in [Google Sheets](#).
2. Click the pivot table.
3. Under "Rows" or "Columns," click the arrow under "Order" or "Sort by."

Note: To show the totals of a row or column, check **Show totals**.

Change how your pivot table looks

Change header name

To change the header of a column:

1. On your computer, open a spreadsheet in [Google Sheets](#).
2. Click the pivot table.
3. Click the name of a row or column and enter a new name.

Note: You can't rename "Grand Total."

Show a value as a percentage

You can show a value (like October sales) as a percentage of a whole (like annual sales).

1. On your computer, open a spreadsheet in [Google Sheets](#).
2. Click the pivot table.
3. Under "Values," under "Show as," click **Default**.
4. Choose an option from the menu.

Group data together

You can choose a set of values in a pivot table and group them together manually or with a rule.

1. On your computer, open a spreadsheet in [Google Sheets](#).
2. Click the pivot table.

To manually group:

1. Right-click the cells, then click **Create pivot group**.
2. Select the cells you want to group together.

To group rows together by a rule:

1. Right-click a cell, then click **Create pivot group rule**.

2. For numbers, choose an interval size. Optional: Choose when your groups start and end.
3. When you are done, click **OK**.

To group rows together by date or time:

1. Right-click a cell with date formatted data, then click **Create pivot date group**.
2. Choose a date or time period to group by.

Optional: To ungroup, right-click a grouped item, then click **Ungroup pivot items**.

Filter data in a pivot table

You can hide data that you don't want to show in your table.

1. On your computer, open a spreadsheet with a pivot table.
2. Click the pivot table.
3. At the right, next to "Filters," click **Add**. Then, choose an option.
4. Next to "Showing all items," click the Down arrow .
5. Choose how you want to filter:

Notes

- If you filter by value then update your source data, you'll need to update your pivot table filter if you want that data to show in the pivot table.
- When you filter by condition, you can enter a value, a cell reference, or a field from your data. For example, if you select "Greater Than," you can enter 10, =Sheet1!A1, or =Revenue, if your data has a field called Revenue.