

Make it count

Google Sheets makes your data pop with colorful charts and graphs. Built-in formulas, pivot tables and conditional formatting options save time and simplify common spreadsheet tasks.

Create & use pivot tables

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.

What else can you do with Sheets?

- [Work with data](#)
- [Reference data from other sheets](#)
- [Name a range of cells](#)
- [Create & use pivot tables](#)
- [Customize a pivot table](#)
- [Summarize your data with charts](#)
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- [Analyze BigQuery data within Sheets](#)

- [Connected Sheet beta signup](#)

Do more with add-ons

Take your Sheets experience even further with add-ons. Try the [Yet Another Mail Merge](#) add-on to create and send personalized emails. [See what else you can add](#).