Quick pivot tables in Google docs (FCO)

This short exercise takes you through how to create pivot (or summary) tables from large datasets. For this exercise we use Google Docs as this is free to use.

The dataset we are going to be using is the spending dataset from the UK Foreign and Commonwealth office.

https://data.gov.uk/dataset/financial-transactions-data-fco

You can choose any **csv** dataset from this website to use. In the writing of this exercise the April 2010 dataset was used.

Step 1 - Upload and pivot

You should have a google account, and can visit https://drive.google.com.

From the menu on the left select **new** then **file upload**. Upload one of the education datasets.

This should open in a google sheet. If if does not then **right click** the file and select **open with**, then select **Google Sheets**.

With the sheet open, from the **data** menu, select **pivot table**.

From the sidebar, add **Supplier Name** under the **Rows** section.

Add the **Amount** column to the values field and ensure it is set to summarise by **SUM**.

You should now have a pivot table containing the total amounts the FCO spent with each company that month.

Feel free to add a row for column titles.