



## **Bài 13:**

# **PIVOT TABLE, PIVOT CHART, PRINT**

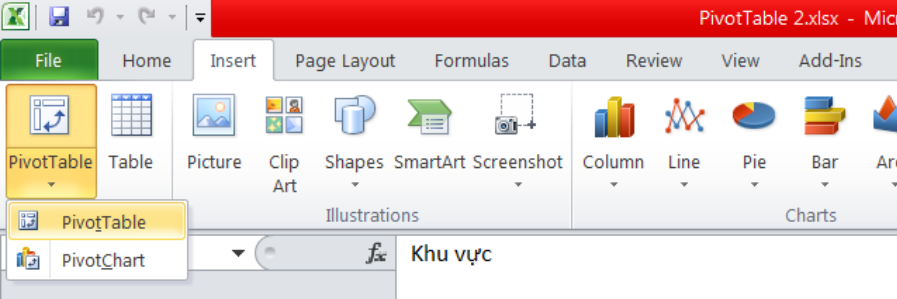
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**PivotTable**

**PivotChart**

**In ấn trong Excel**

- **PivotTable** là công cụ phân tích dữ liệu mạnh mẽ của Excel.



|    | A | B              | C               | D                     | E |
|----|---|----------------|-----------------|-----------------------|---|
| 1  |   |                |                 |                       |   |
| 2  |   | <b>Khu vực</b> | <b>Địa điểm</b> | <b>Số lượng khách</b> |   |
| 3  |   | Sài Gòn        | market          | 234                   |   |
| 4  |   | Sài Gòn        | museum          | 100                   |   |
| 5  |   | Sài Gòn        | public garden   | 99                    |   |
| 6  |   | Sài Gòn        | walking street  | 88                    |   |
| 7  |   | Sài Gòn        | pagoda          | 87                    |   |
| 8  |   | Sài Gòn        | church          | 77                    |   |
| 9  |   | Đà Nẵng        | market          | 63                    |   |
| 10 |   | Đà Nẵng        | museum          | 16                    |   |
| 11 |   | Đà Nẵng        | public garden   | 37                    |   |
| 12 |   | Đà Nẵng        | walking street  | 56                    |   |
| 13 |   | Đà Nẵng        | pagoda          | 75                    |   |
| 14 |   | Hà Nội         | public garden   | 89                    |   |
| 15 |   | Hà Nội         | walking street  | 111                   |   |
| 16 |   | Hà Nội         | pagoda          | 74                    |   |
| 17 |   | Hà Nội         | church          | 15                    |   |
| 18 |   | Hà Nội         | market          | 32                    |   |

**Create PivotTable**

Choose the data that you want to analyze

- ☒ Select a table or range
 

Table/Range: Sheet1!\$B\$2:\$D\$25
- ☐ Use an external data source
 

Choose Connection...

Connection name:

Choose where you want the PivotTable report to be placed

- ☐ New Worksheet
- ☒ Existing Worksheet
 

Location: Sheet1!\$F\$7

OK Cancel

|    | A | B       | C              | D              |
|----|---|---------|----------------|----------------|
| 2  |   | Khu vực | Địa điểm       | Số lượng khách |
| 3  |   | Sài Gòn | market         | 234            |
| 4  |   | Sài Gòn | museum         | 100            |
| 5  |   | Sài Gòn | public garden  | 99             |
| 6  |   | Sài Gòn | walking street | 88             |
| 7  |   | Sài Gòn | pagoda         | 87             |
| 8  |   | Sài Gòn | church         | 77             |
| 9  |   | Đà Nẵng | market         | 63             |
| 10 |   | Đà Nẵng | museum         | 16             |
| 11 |   | Đà Nẵng | public garden  | 37             |
| 12 |   | Đà Nẵng | walking street | 56             |
| 13 |   | Đà Nẵng | pagoda         | 75             |
| 14 |   | Hà Nội  | public garden  | 89             |
| 15 |   | Hà Nội  | walking street | 111            |

The screenshot shows Microsoft Excel with a PivotTable named 'PivotTable1' on the 'Sheet1' tab. The PivotTable is located in the range F7:J25. The data source is the range A8:D25. The PivotTable is currently empty, and the 'PivotTable Field List' task pane is open on the right side of the screen. The task pane shows the following fields to be added to the report:

- ☐ Khu vực
- ☐ Địa điểm
- ☐ Số lượng khách

The task pane also includes sections for 'Report Filter', 'Column Labels', 'Row Labels', and 'Values'. The 'Report Filter' section is currently empty. The 'Column Labels' section is currently empty. The 'Row Labels' section is currently empty. The 'Values' section is currently empty. The task pane also includes a 'Defer Layout Update' checkbox and an 'Update' button.

|    | A | B          | C              | D   | E | F | G | H | I | J |
|----|---|------------|----------------|-----|---|---|---|---|---|---|
| 8  |   | Sài Gòn    | church         | 77  |   |   |   |   |   |   |
| 9  |   | Đà Nẵng    | market         | 63  |   |   |   |   |   |   |
| 10 |   | Đà Nẵng    | museum         | 16  |   |   |   |   |   |   |
| 11 |   | Đà Nẵng    | public garden  | 37  |   |   |   |   |   |   |
| 12 |   | Đà Nẵng    | walking street | 56  |   |   |   |   |   |   |
| 13 |   | Đà Nẵng    | pagoda         | 75  |   |   |   |   |   |   |
| 14 |   | Hà Nội     | public garden  | 89  |   |   |   |   |   |   |
| 15 |   | Hà Nội     | walking street | 111 |   |   |   |   |   |   |
| 16 |   | Hà Nội     | pagoda         | 74  |   |   |   |   |   |   |
| 17 |   | Hà Nội     | church         | 15  |   |   |   |   |   |   |
| 18 |   | Hà Nội     | market         | 32  |   |   |   |   |   |   |
| 19 |   | Hà Nội     | museum         | 46  |   |   |   |   |   |   |
| 20 |   | Tây Nguyên | walking street | 54  |   |   |   |   |   |   |
| 21 |   | Tây Nguyên | pagoda         | 67  |   |   |   |   |   |   |
| 22 |   | Tây Nguyên | church         | 98  |   |   |   |   |   |   |
| 23 |   | Tây Nguyên | market         | 83  |   |   |   |   |   |   |
| 24 |   | Tây Nguyên | museum         | 63  |   |   |   |   |   |   |
| 25 |   | Tây Nguyên | public garden  | 57  |   |   |   |   |   |   |

PivotTable 2.xlsx - Microsoft Excel (Product Activation Failed)

PivotTable Tools: Options, Design

Row Labels

|    | A | B          | C              | D   | E | F              | G                     | H |
|----|---|------------|----------------|-----|---|----------------|-----------------------|---|
| 7  |   | Sài Gòn    | pagoda         | 87  |   | Row Labels     | Sum of Số lượng khách |   |
| 8  |   | Sài Gòn    | church         | 77  |   | Đà Nẵng        | 247                   |   |
| 9  |   | Đà Nẵng    | market         | 63  |   | market         | 63                    |   |
| 10 |   | Đà Nẵng    | museum         | 16  |   | museum         | 16                    |   |
| 11 |   | Đà Nẵng    | public garden  | 37  |   | pagoda         | 75                    |   |
| 12 |   | Đà Nẵng    | walking street | 56  |   | public garden  | 37                    |   |
| 13 |   | Đà Nẵng    | pagoda         | 75  |   | walking street | 56                    |   |
| 14 |   | Hà Nội     | public garden  | 89  |   | Hà Nội         | 367                   |   |
| 15 |   | Hà Nội     | walking street | 111 |   | church         | 15                    |   |
| 16 |   | Hà Nội     | pagoda         | 74  |   | market         | 32                    |   |
| 17 |   | Hà Nội     | church         | 15  |   | museum         | 46                    |   |
| 18 |   | Hà Nội     | market         | 32  |   | pagoda         | 74                    |   |
| 19 |   | Hà Nội     | museum         | 46  |   | public garden  | 89                    |   |
| 20 |   | Tây Nguyên | walking street | 54  |   | walking street | 111                   |   |
| 21 |   | Tây Nguyên | pagoda         | 67  |   | Sài Gòn        | 685                   |   |
| 22 |   | Tây Nguyên | church         | 98  |   | church         | 77                    |   |
| 23 |   | Tây Nguyên | market         | 83  |   | market         | 234                   |   |
| 24 |   | Tây Nguyên | museum         | 63  |   | museum         | 100                   |   |
| 25 |   | Tây Nguyên | public garden  | 57  |   | pagoda         | 87                    |   |
| 26 |   |            |                |     |   | public garden  | 99                    |   |
| 27 |   |            |                |     |   | walking street | 88                    |   |
| 28 |   |            |                |     |   | Tây Nguyên     | 422                   |   |

PivotTable Field List

Choose fields to add to report:

- ☒ Khu vực
- ☒ Địa điểm
- ☒ Số lượng khách

Drag fields between areas below:

Report Filter: ☐ Column Labels: ☐

Row Labels:  Values:

Khu vực:  Sum of Số lượng khách:

Địa điểm:

Defer Layout Update: ☐ Update

Sheet1 Sheet2 Sheet3

Ready



PivotTable 2.xlsx - Microsoft Excel (Product Activation Failed)

PivotTable Tools: Options, Design

Value Field Settings

Source Name: Số lượng khách

Custom Name: Average of Số lượng khách

Summarize Values By | Show Values As

Summarize value field by

Choose the type of calculation that you want to use to summarize data from the selected field

Sum  
Count  
Average  
Max  
Min  
Product

Number Format OK Cancel

|    | A | B          | C              |             |
|----|---|------------|----------------|-------------|
| 16 |   | Hà Nội     | pagoda         |             |
| 17 |   | Hà Nội     | church         |             |
| 18 |   | Hà Nội     | market         |             |
| 19 |   | Hà Nội     | museum         |             |
| 20 |   | Tây Nguyên | walking street |             |
| 21 |   | Tây Nguyên | pagoda         |             |
| 22 |   | Tây Nguyên | church         |             |
| 23 |   | Tây Nguyên | market         |             |
| 24 |   | Tây Nguyên | museum         |             |
| 25 |   | Tây Nguyên | public garden  | 57          |
| 26 |   |            | museum         |             |
| 27 |   |            | pagoda         |             |
| 28 |   |            | public garden  |             |
| 29 |   |            | walking street |             |
| 30 |   |            | Grand Total    | 81.88888889 |

PivotTable Field List

Choose fields to add to report:

☒ Khu vực  
☒ Địa điểm  
☒ Số lượng khách

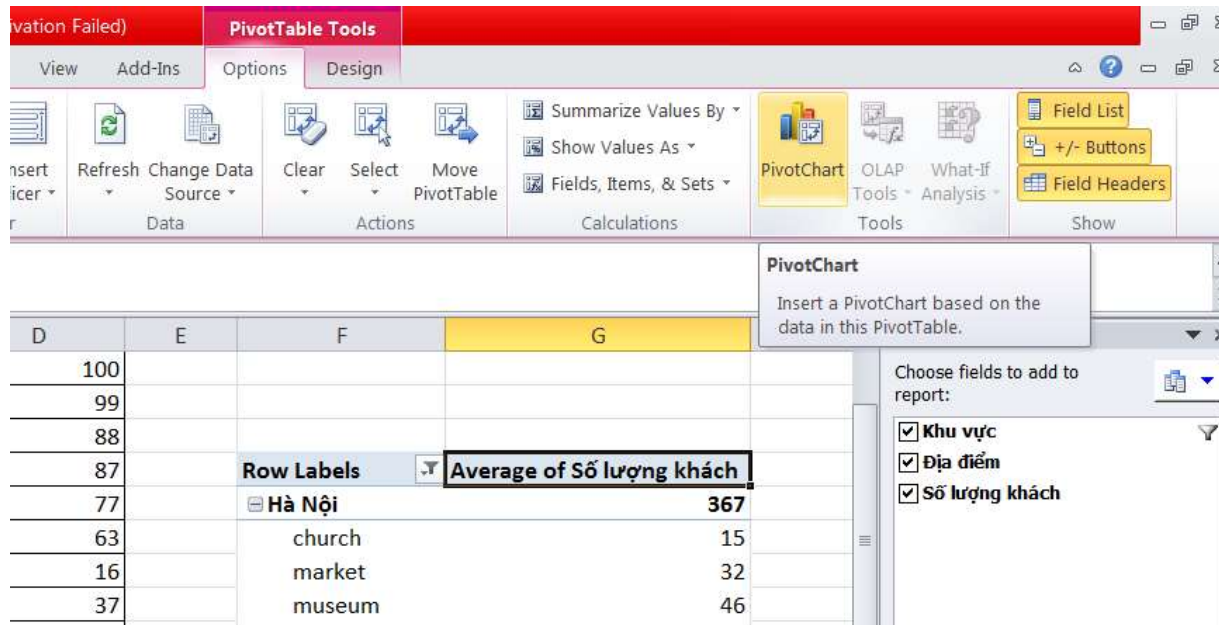
Drag fields between areas below:

☒ Report Filter ☒ Column Labels

Row Labels: Khu vực, Địa điểm  
Values: Average of...

Defer Layout Update Update

- Pivot Chart giống biểu đồ trong Excel, có thể lọc dữ liệu trực tiếp trên PivotChart



**PivotTable Tools**

View Add-Ins Options Design

Refresh Change Data Source Data

Clear Select Move PivotTable Actions

Summarize Values By Show Values As Fields, Items, & Sets Calculations

PivotChart OLAP Tools What-If Analysis Tools

Field List +/- Buttons Field Headers Show

**PivotChart**

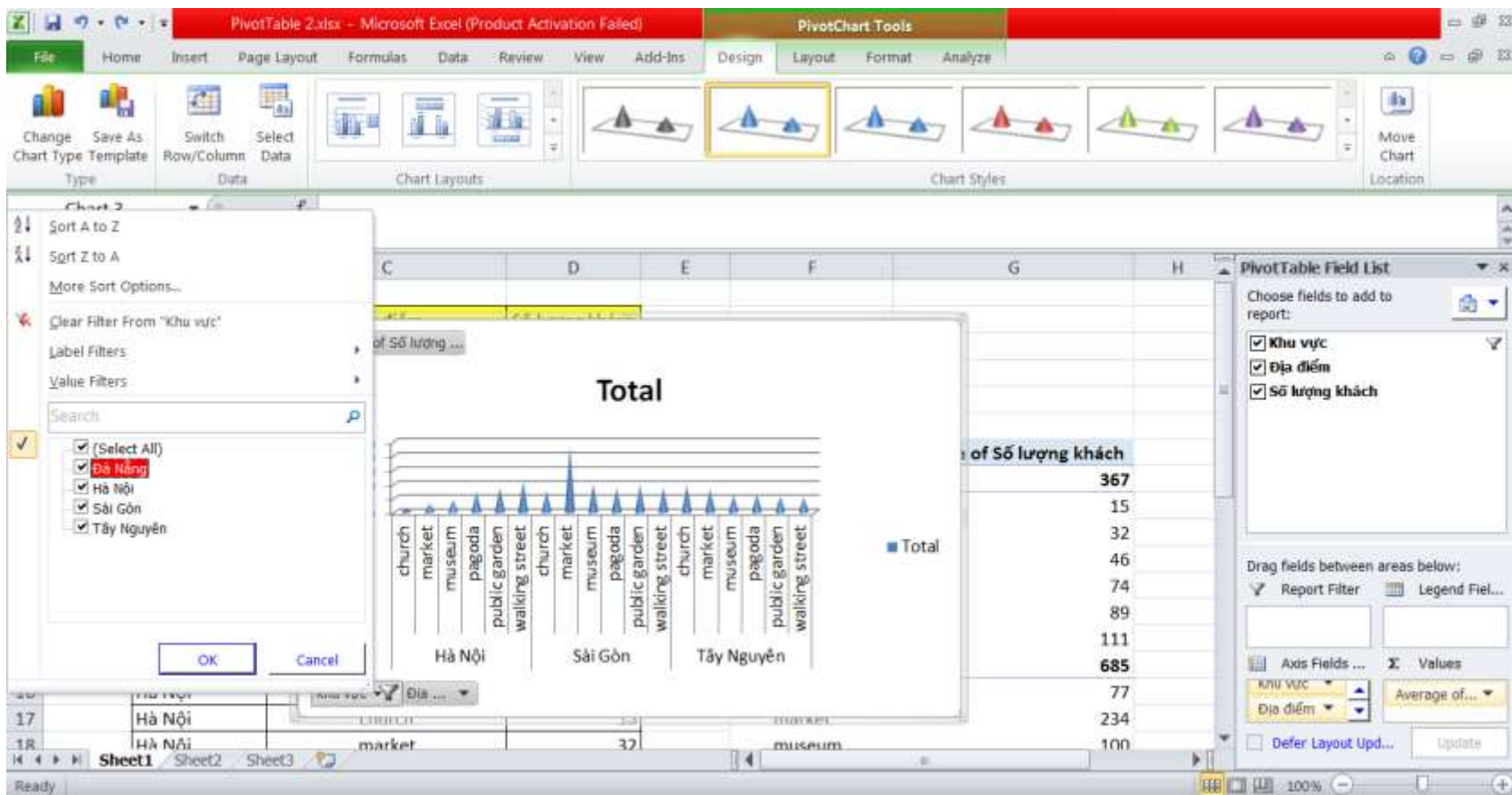
Insert a PivotChart based on the data in this PivotTable.

Choose fields to add to report:

- ☒ Khu vực
- ☒ Địa điểm
- ☒ Số lượng khách

| D   | E | F          | G                         |
|-----|---|------------|---------------------------|
| 100 |   |            |                           |
| 99  |   |            |                           |
| 88  |   |            |                           |
| 87  |   | Row Labels | Average of Số lượng khách |
| 77  |   | Hà Nội     | 367                       |
| 63  |   | church     | 15                        |
| 16  |   | market     | 32                        |
| 37  |   | museum     | 46                        |

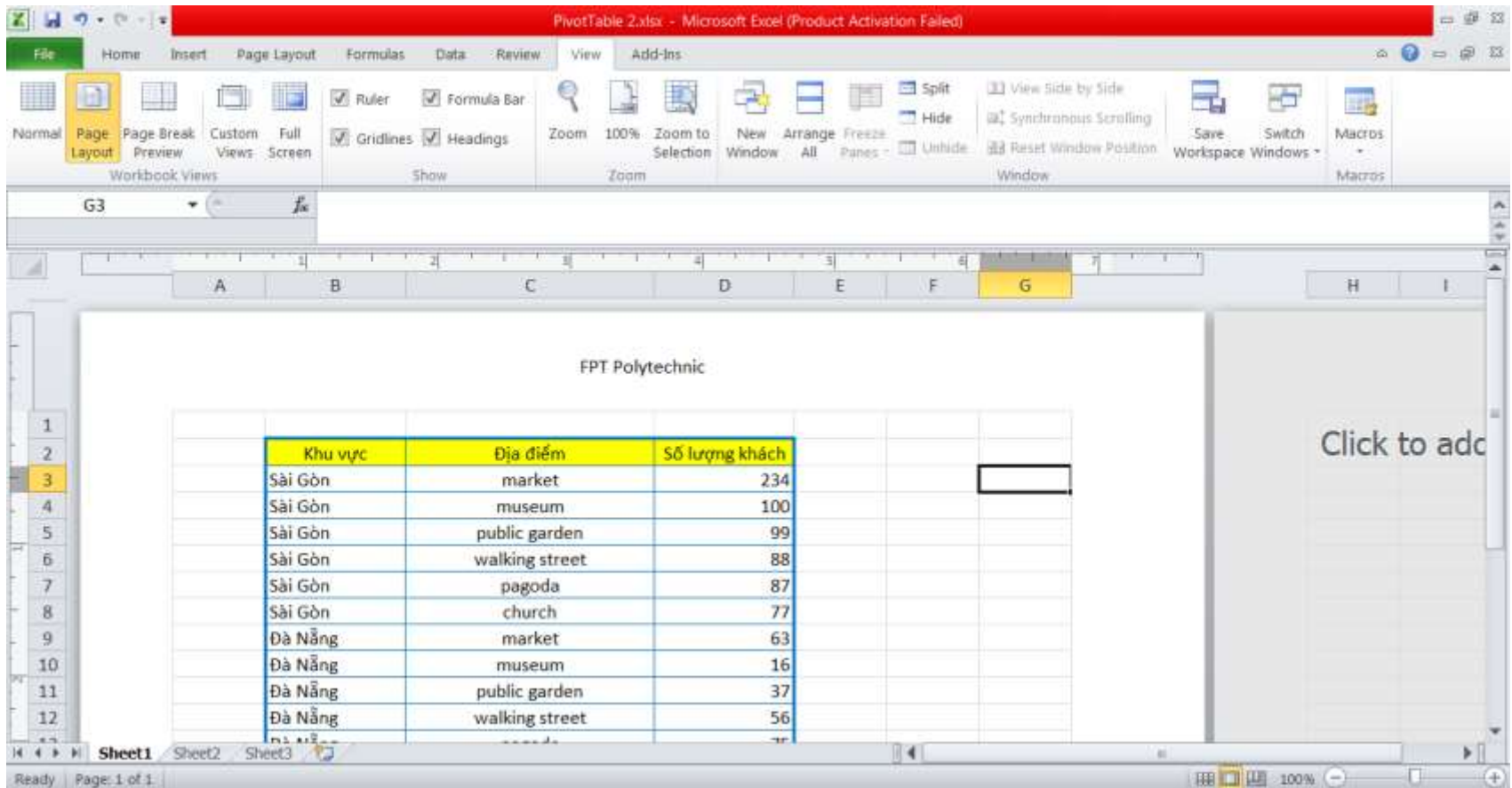




## Thực hành bài 13.1

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# Chèn Header, Footer trong Excel



The screenshot shows the Microsoft Excel interface with the 'View' tab selected. The worksheet contains a table with the following data:

| Khu vực | Địa điểm       | Số lượng khách |
|---------|----------------|----------------|
| Sài Gòn | market         | 234            |
| Sài Gòn | museum         | 100            |
| Sài Gòn | public garden  | 99             |
| Sài Gòn | walking street | 88             |
| Sài Gòn | pagoda         | 87             |
| Sài Gòn | church         | 77             |
| Đà Nẵng | market         | 63             |
| Đà Nẵng | museum         | 16             |
| Đà Nẵng | public garden  | 37             |
| Đà Nẵng | walking street | 56             |

PivotTable 2.xlsx - Microsoft Excel (Product Activation Failed)

Header & Footer Tools

File Home Insert Page Layout Formulas Data Review View Add-Ins Design

Normal Page Layout Page Break Preview Custom Views Full Screen

Workbook Views

Gridlines Headings

Zoom 100% Zoom to Selection

Arrange All

Freeze Panes

Unhide

View Side by Side

Synchronous Scrolling

Reset Window Position

Window

Save Workspace

Switch Windows

Macros

Macros

G6

Header

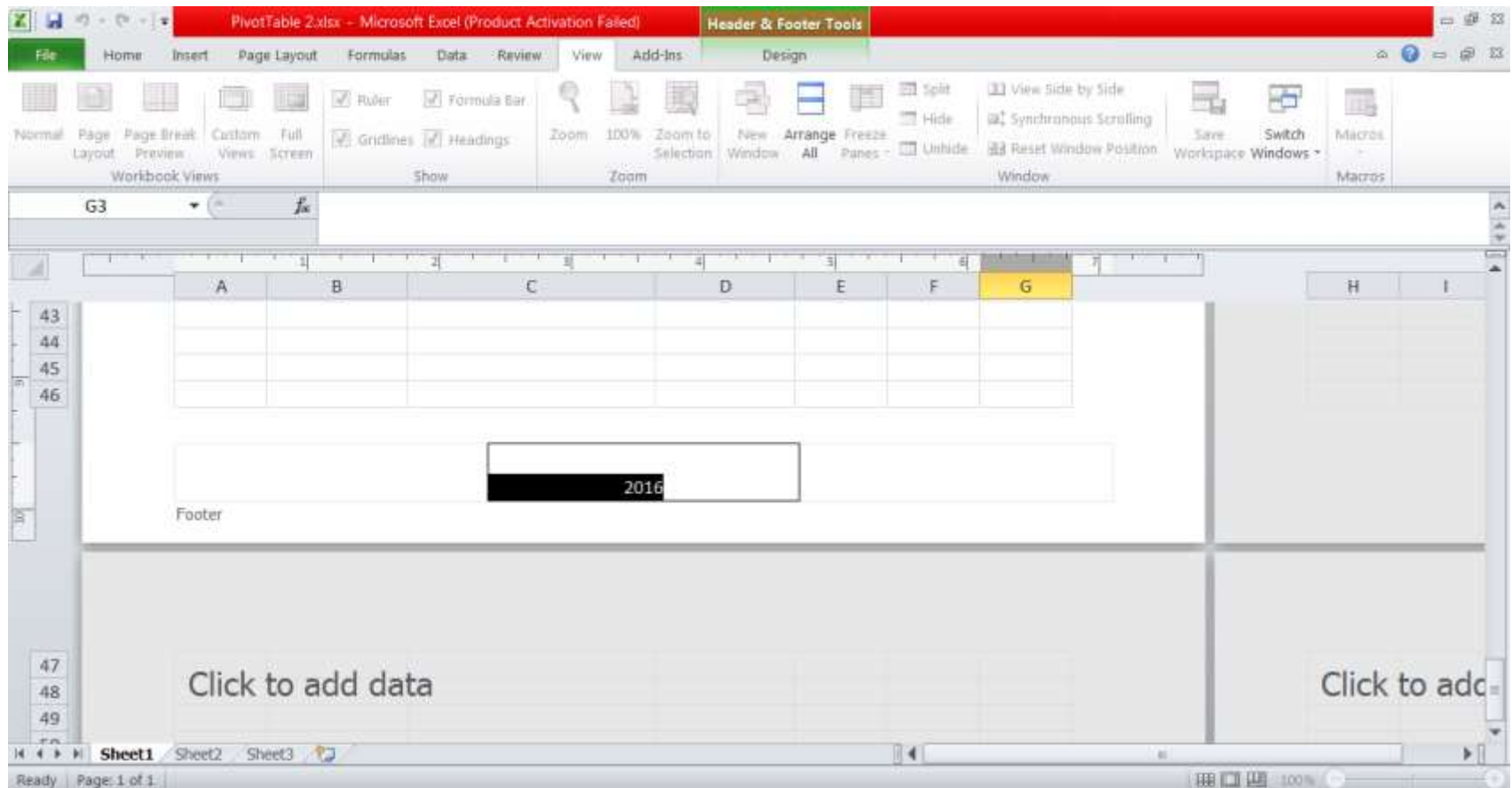
FPT Polytechnic

| Khu vực | Địa điểm       | Số lượng khách |
|---------|----------------|----------------|
| Sài Gòn | market         | 234            |
| Sài Gòn | museum         | 100            |
| Sài Gòn | public garden  | 99             |
| Sài Gòn | walking street | 88             |
| Sài Gòn | pagoda         | 87             |
| Sài Gòn | church         | 77             |
| Đà Nẵng | market         | 63             |
| Đà Nẵng | museum         | 16             |
| Đà Nẵng | public garden  | 37             |
| Đà Nẵng | walking street | 56             |

Click to add

Sheet1 Sheet2 Sheet3

Ready Page: 1 of 1



## In ấn trong Excel

- Trang in trong Excel là vùng bảng tính bằng kích thước trang giấy do người dùng chọn.
- Có nhiều chế độ xem trước trang in



PivotTable 2.xlsx - Microsoft Excel (Product Activation Failed)

File Home Insert Page Layout Formulas Data Review View Add-Ins

Normal Page Layout Page Break Custom Full Ruler Formula Bar Gridlines Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Unhide View Side by Side Synchronous Scrolling Reset Window Position Window Save Workspace Windows Switch Macros

J23

|    | C              | D   | E | F | G | H | I | J | K |
|----|----------------|-----|---|---|---|---|---|---|---|
| 8  | church         | 77  |   |   |   |   |   |   |   |
| 9  | market         | 63  |   |   |   |   |   |   |   |
| 10 | museum         | 16  |   |   |   |   |   |   |   |
| 11 | public garden  | 37  |   |   |   |   |   |   |   |
| 12 | walking street | 56  |   |   |   |   |   |   |   |
| 13 | pagoda         | 75  |   |   |   |   |   |   |   |
| 14 | public garden  | 89  |   |   |   |   |   |   |   |
| 15 | walking street | 111 |   |   |   |   |   |   |   |
| 16 | pagoda         | 74  |   |   |   |   |   |   |   |
| 17 | church         | 15  |   |   |   |   |   |   |   |
| 18 | market         | 32  |   |   |   |   |   |   |   |
| 19 | museum         | 46  |   |   |   |   |   |   |   |
| 20 | walking street | 54  |   |   |   |   |   |   |   |
| 21 | pagoda         | 67  |   |   |   |   |   |   |   |
| 22 | church         | 98  |   |   |   |   |   |   |   |
| 23 | market         | 83  |   |   |   |   |   |   |   |
| 24 | museum         | 63  |   |   |   |   |   |   |   |

Sheet1 Sheet2 Sheet3

Ready 100%

PivotTable 2.xlsx - Microsoft Excel (Product Activation Failed)

File Home Insert Page Layout Formulas Data Review View Add-Ins

Normal Page Layout Page Break Preview Custom Views Full Screen

Workbook Views

Gridlines Headings

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes

Split Hide View Side by Side Synchronous Scrolling Reset Window Position

Save Workspace Switch Windows

Macros

J23

|    | A | B          | C              | D              | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y |
|----|---|------------|----------------|----------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1  |   |            |                |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2  |   | Khu vực    | Địa điểm       | Số lượng khách |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3  |   | Sài Gòn    | market         | 234            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4  |   | Sài Gòn    | museum         | 100            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5  |   | Sài Gòn    | public garden  | 99             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6  |   | Sài Gòn    | walking street | 88             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7  |   | Sài Gòn    | pagoda         | 87             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 8  |   | Sài Gòn    | church         | 77             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9  |   | Đà Nẵng    | market         | 63             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10 |   | Đà Nẵng    | museum         | 16             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 11 |   | Đà Nẵng    | public garden  | 37             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 12 |   | Đà Nẵng    | walking street | 56             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 13 |   | Đà Nẵng    | pagoda         | 75             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 14 |   | Hà Nội     | public garden  | 89             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 15 |   | Hà Nội     | walking street | 111            |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 16 |   | Hà Nội     | pagoda         | 74             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 17 |   | Hà Nội     | church         | 16             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 18 |   | Hà Nội     | market         | 32             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 19 |   | Hà Nội     | museum         | 46             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 20 |   | Tây Nguyên | walking street | 54             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 21 |   | Tây Nguyên | pagoda         | 67             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 22 |   | Tây Nguyên | church         | 98             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 23 |   | Tây Nguyên | market         | 83             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 24 |   | Tây Nguyên | museum         | 63             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 25 |   | Tây Nguyên | public garden  | 57             |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 26 |   |            |                |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 27 |   |            |                |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 28 |   |            |                |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 29 |   |            |                |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 30 |   |            |                |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 31 |   |            |                |                |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

Page 1 Page 2

Sheet1 Sheet2 Sheet3

Ready

60%

PivotTable 2.xlsx - Microsoft Excel (Product Activation Failed)

File Home Insert Page Layout Formulas Data Review View Add-Ins

Save Save As Open Close Info Recent New Print Save & Send Help Options Exit

**Print**

Copies: 1

Microsoft XPS Document Writer Ready

Printer Properties

**Settings**

Print Active Sheets  
Only print the active sheets

Pages: to

Collated  
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter  
8.5" x 11"

Normal Margins  
Left: 0.7" Right: 0.7"

No Scaling  
Print sheets at their actual size

Page Setup

Page Margins Header/Footer Sheet

Orientation  
Portrait Landscape

Scaling  
Adjust to: 100 % normal size  
Fit to: 1 page(s) wide by 1 tall

Paper size: Letter

Print quality:

First page number: Auto

Options...

| City          | Area   | Population |
|---------------|--------|------------|
| San Francisco | Marina | 224        |
| San Francisco | Marina | 100        |
| San Francisco | Marina | 99         |
| San Francisco | Marina | 60         |
| San Francisco | Marina | 67         |

Page Setup

?

X

Page

Margins

Header/Footer

Sheet

Print area:

Print titles

Rows to repeat at top:

Columns to repeat at left:

Print

☐ Gridlines
 

Comments:

(None)

☐ Black and white
 

Cell errors as:

displayed

☐ Draft quality

☐ Row and column headings

Page order

☒ Down, then over

☐ Over, then down

Options...

OK

Cancel

- ❖ Sinh viên dùng máy in ảo để in theo yêu cầu bài 13.2

- ❖ **PivotTable**
- ❖ **PivotChart**
- ❖ **In ấn trong Excel**



**XIN CẢM ƠN!**