

Instructions for using PivotTable in Excel - How to use PivotTable

A PivotTable is a tool used to analyze data from different angles and requirements from a list or a table. From the initial huge data block, the PivotTable can help you to aggregate data in groups and collapse data as required.

A PivotTable is a tool used to analyze data from different angles and requirements from a list or a table. From the initial huge data block, the PivotTable can help you to aggregate data in groups and collapse data according to your needs.

This is one of the most useful features of Excel. To better understand the PivotTable, refer to the examples below.

Suppose we have the following data table:

	A	B	C	D	E	F	G	H
	Tên cửa hàng	Tháng (quý I)	Pin (vnd)	Màn hình vi tính (vnd)	Đế tản nhiệt (vnd)	Ổ đĩa rời (vnd)	Bàn laptop (vnd)	Loa máy tính (vnd)
1	Cửa hàng 1	1/2015	1500000	5000000	1500000	3050000	7500000	6570000
2	Cửa hàng 1	2/2015	2000000	6500000	3000000	4150000	9000000	6860000
3	Cửa hàng 1	3/2015	1900000	6800000	2700000	4590000	8250000	7550000
4	Cửa hàng 2	1/2015	2550000	6000000	1700000	4350000	7750000	5570000
5	Cửa hàng 2	2/2015	2070000	6500000	3560000	4720000	8880000	6910000
6	Cửa hàng 2	3/2015	1730000	7000000	2990000	4980000	9250000	8050000
7	Cửa hàng 3	1/2015	1050000	7090000	1600000	4500000	6500000	5500000
8	Cửa hàng 3	2/2015	7500000	7500000	2460000	4720000	7250000	6500000
9	Cửa hàng 3	3/2015	1730000	8100000	3200000	5600000	8600000	7000000

Use PivotTable for simple statistics

Example 1: Using a PivotTable to calculate sales of the Computer Screen items at each Store using the data table above.

Step 1: First, you need to put the cursor in any cell in the data area (or you can select all the data ranges). Then select the **Insert** tab -> **PivotTable** .

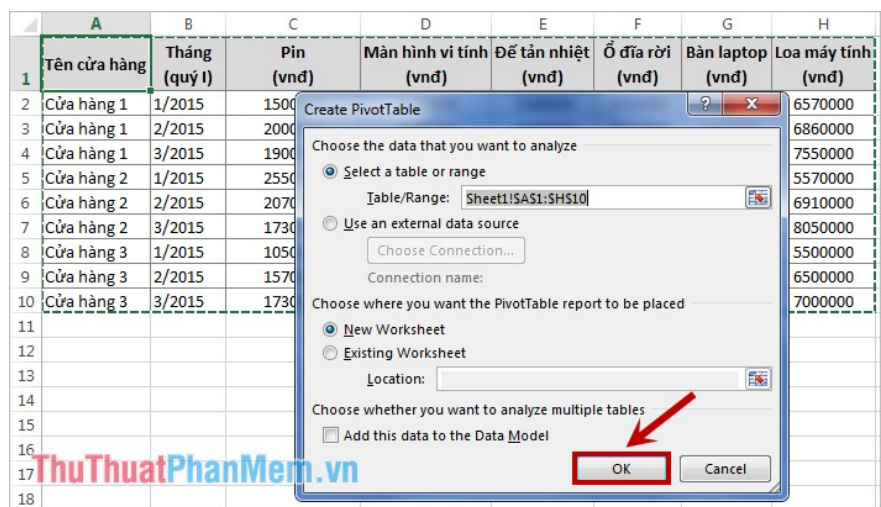
	A	B	C	D	E	F	G	H
	Tên cửa hàng	Tháng (quý I)	Pin (vnd)	Màn hình vi tính (vnd)	Đế tản nhiệt (vnd)	Ổ đĩa rời (vnd)	Bàn laptop (vnd)	Loa máy tính (vnd)
1	Cửa hàng 1	1/2015	1500000	5000000	1500000	3050000	7500000	6570000
2	Cửa hàng 1	2/2015	2000000	6500000	3000000	4150000	9000000	6860000
3	Cửa hàng 1	3/2015	1900000	6800000	2700000	4590000	8250000	7550000
4	Cửa hàng 2	1/2015	2550000	6000000	1700000	4350000	7750000	5570000
5	Cửa hàng 2	2/2015	2070000	6500000	3560000	4720000	8880000	6910000
6	Cửa hàng 2	3/2015	1730000	7000000	2990000	4980000	9250000	8050000
7	Cửa hàng 3	1/2015	1050000	7090000	1600000	4500000	6500000	5500000
8	Cửa hàng 3	2/2015	1570000	7500000	2460000	4720000	7250000	6500000
9	Cửa hàng 3	3/2015	1730000	8100000	3200000	5600000	8600000	7000000

Step 2: The **CreataPivotTable** dialog box **appears** , in the **Table / Range** section will display the address of the data container. In the Choose where you want the PivotTable report to be replaced section, you choose where you want the PivotTable report to be placed.

New sheet: put in new sheet.

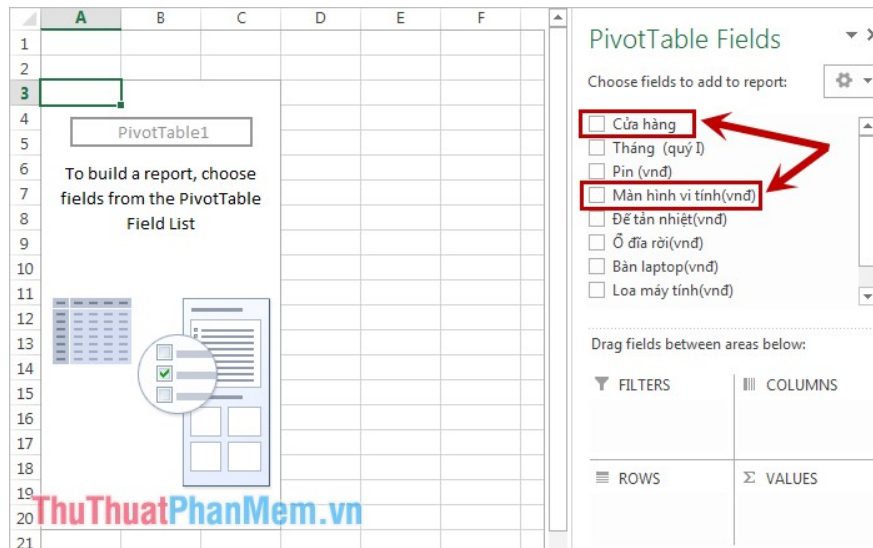
Existing sheet: put in the current sheet, if you select this item, you need to select the address where the PivotTable is located in the **Location** box .

Then you click **OK** to create PivotTable.

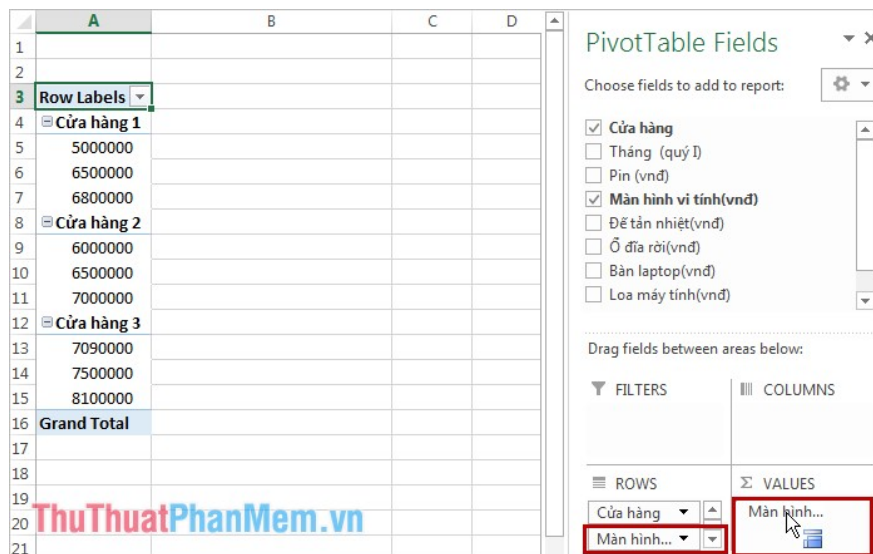


Step 3: At this time, the spreadsheet interface will appear a **PivotTable Field List** dialog box on the right side of the screen. In this section there are 2 parts: **Choose fields to add to report** - select the data fields to add to the PivotTable report, **Drag fields between areas below** - 4 areas to drop the dragged data fields or choose from the choose fields to add to section report (**report filter** - data filtering area, **column labels** - column names, **row labels** - row names, **values** - values ??to display).

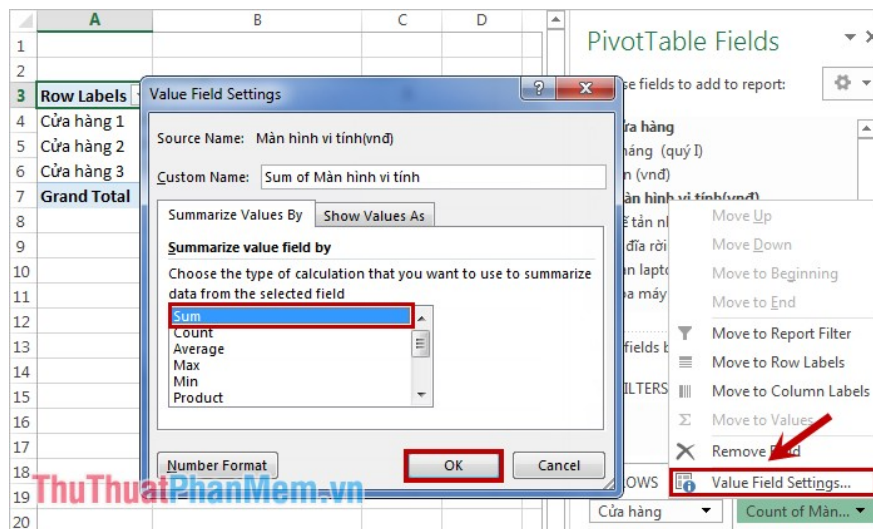
At the request of the example is the sales statistics of the Computer Monitor items at each Store. You have checked 2 boxes of **Computer Monitor** and **Shop** .



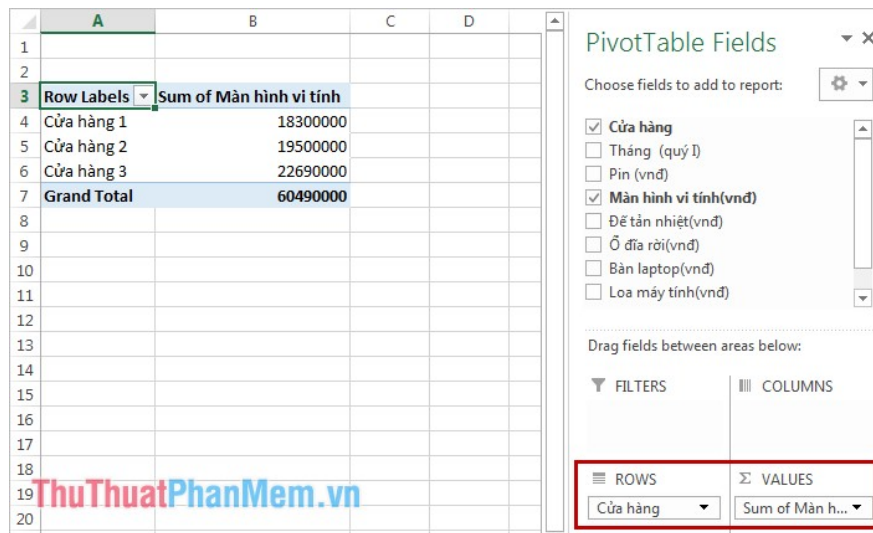
- If the Computer screen is displayed in the **ROWS** box , hold down the mouse pointer on that cell and drag it to **VALUES** .



Then click on the cell just dragged to the VALUES section and select Value Field Settings and select the **Sum** function to statistic according to requirements. For other requirements, you can choose a different calculation function accordingly.



- If the Computer Screen is displayed in the VALUES box as shown below, you have successfully counted.



Note: You can also press and hold on the data at the top to select and drag directly to the 4 regions at the bottom. As the above example, you hold down the mouse in the Store box and drag down the ROWS area, click and hold the mouse on the Computer screen and scroll down to VALUES.

Use PivotTable to statistic data of multiple columns

Example 2: Use a PivotTable to display the sales of Computer Screen items over the Months of Stores in the data table above.

First, you also need to create a PivotTable like Step 1, Step 2 in the previous example. Next in the dialog box, PivotTable Field List, select three items: Store, Month, Computer Screen (or you can drag the Store and Month boxes to the ROWS area, Computer Screen into the VALUES area). Your results will be as follows:

	A	B	C	D
1				
2				
3	Row Labels	Sum of Màn hình vi tính(vnd)		
4	Cửa hàng 1	18300000		
5	1/2015	5000000		
6	2/2015	6500000		
7	3/2015	6800000		
8	Cửa hàng 2	19500000		
9	1/2015	6000000		
10	2/2015	6500000		
11	3/2015	7000000		
12	Cửa hàng 3	22690000		
13	1/2015	7090000		
14	2/2015	7500000		
15	3/2015	8100000		
16	Grand Total	60490000		

PivotTable Fields	
Choose fields to add to report:	
<input checked="" type="checkbox"/> Cửa hàng	
<input checked="" type="checkbox"/> Tháng (quý I)	
<input type="checkbox"/> Pin (vnd)	
<input checked="" type="checkbox"/> Màn hình vi tính(vnd)	
<input type="checkbox"/> Để tản nhiệt(vnd)	
<input type="checkbox"/> Ổ đĩa rời(vnd)	
<input type="checkbox"/> Bàn laptop(vnd)	
<input type="checkbox"/> Loa máy tính(vnd)	
Drag fields between areas below:	
FILTERS	COLUMNS
ROWS	VALUES
Cửa hàng	Sum of Màn h...
Tháng (q...	

If you want to make comparisons easier, you can move the Month box to the COLUMNS area by left-clicking the Month box in the ROWS area and dragging to the COLUMNS area. Or you can left-click on the Month box in the ROWS area and select **Move to Column Labels**.

	A	B	C	D
1				
2				
3	Row Labels	Sum of Màn hình vi tính(vnd)		
4	Cửa hàng 1	18300000		
5	1/2015	5000000		
6	2/2015	6500000		
7	3/2015	6800000		
8	Cửa hàng 2	19500000		
9	1/2015	6000000		
10	2/2015	6500000		
11	3/2015	7000000		
12	Cửa hàng 3	22690000		
13	1/2015	7090000		
14	2/2015	7500000		
15	3/2015	8100000		
16	Grand Total	60490000		

PivotTable Fields	
Choose fields to add to report:	
<input checked="" type="checkbox"/> Cửa hàng	
<input checked="" type="checkbox"/> Tháng (quý I)	
<input type="checkbox"/> Pin (vnd)	
<input checked="" type="checkbox"/> Màn hình vi tính(vnd)	
<input type="checkbox"/> Để tản nhiệt(vnd)	
Move Up	
Move Down	
Move to Beginning	
Move to End	
Move to Report Filter	
Move to Row Labels	
<input checked="" type="checkbox"/> Move to Column Labels	
Move to Values	
Remove Field	
Field Settings...	
Tháng (q...	

Your results will be as follows:

	A	B	C	D	E	F	G	H
1								
2								
3	Sum of Màn hình vi tính(vnd)	Column Labels						
4	Row Labels	1/2015	2/2015	3/2015	Grand Total			
5	Cửa hàng 1	5000000	6500000	6800000	18300000			
6	Cửa hàng 2	6000000	6500000	7000000	19500000			
7	Cửa hàng 3	7090000	7500000	8100000	22690000			
8	Grand Total	18090000	20500000	21900000	60490000			

Thus, using PivotTables, you can process and synthesize data quickly from basic requirements or complex requirements. Good luck!

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