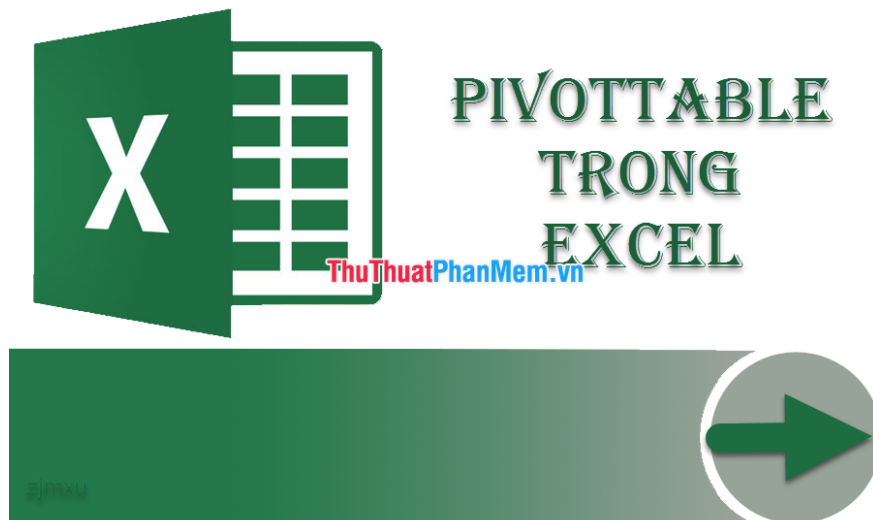


What is a PivotTable? How to use PivotTable in Excel

Excel's PivotTable is a great tool that Microsoft equips into Excel so users can summarize, analyze, learn and present data more easily. What is a PivotTable? How to use PivotTable in Excel

Excel's PivotTable is a great tool that Microsoft equips into Excel so users can summarize, analyze, learn and present data more easily.



Suppose you have a data spreadsheet with lots of information below:

	A	B	C	D	E	F
1	Tên cửa hàng	Quý	Sản phẩm	Số lượng (Chiếc)	Đơn giá (VNĐ/Chiếc)	Tổng tiền (VNĐ)
2	Chi nhánh Hà Nội	1/2018	Áo sơ mi nữ	52,871	250,000	13,217,750,000
3	Chi nhánh Hải Dương	1/2018	Đầm nữ	3,500	600,000	2,100,000,000
4	Chi nhánh Hồ Chí Minh	1/2018	Áo sơ mi nữ	52,590	250,000	13,147,500,000
5	Chi nhánh Hải Dương	3/2018	Áo sơ mi nữ	38,729	250,000	9,682,250,000
6	Chi nhánh Hà Nội	2/2018	Áo sơ mi nữ	41,180	250,000	10,295,000,000
7	Chi nhánh Đà Nẵng	1/2018	Đầm nữ	4,255	600,000	2,553,000,000
8	Chi nhánh Huế	1/2018	Đầm nữ	7,358	600,000	4,414,800,000
9	Chi nhánh Hồ Chí Minh	2/2018	Đầm nữ	902	600,000	541,200,000
10	Chi nhánh Hải Dương	4/2018	Áo sơ mi nữ	4,000	250,000	1,003,200,000
11	Chi nhánh Hồ Chí Minh	3/2018	Áo sơ mi nữ	43,800	250,000	10,950,000,000
12	Chi nhánh Huế	2/2018	Áo sơ mi nữ	67,163	250,000	16,790,750,000
13	Chi nhánh Đà Nẵng	2/2018	Áo sơ mi nữ	16,148	250,000	4,037,000,000
14	Chi nhánh Huế	3/2018	Đầm nữ	4,675	600,000	2,805,000,000
15	Chi nhánh Lâm Đồng	2/2018	Áo sơ mi nữ	31,419	250,000	7,854,750,000
16	Chi nhánh Hà Nội	3/2018	Đầm nữ	2,718	600,000	1,630,800,000
17	Chi nhánh Hà Nội	4/2018	Đầm nữ	2,860	600,000	1,716,000,000
18	Chi nhánh Hà Nội	4/2018	Áo sơ mi nữ	54,566	250,000	13,641,500,000
19	Chi nhánh Hồ Chí Minh	4/2018	Áo sơ mi nữ	54,469	250,000	13,617,250,000
20	Chi nhánh Lâm Đồng	4/2018	Áo sơ mi nữ	32,064	250,000	8,016,000,000

Now you want to aggregate the data by:

- + Revenue of each store,
- + Revenue of each product,
- + Sales by store by quarter,
- + Quarterly revenue for each item,
- + Draw a chart, .

=> The steps are as follows:

Create a PivotTable table

Highlight the entire data area to be processed.

Then select the **Insert** tab (1) => **PivotTable** (2) .

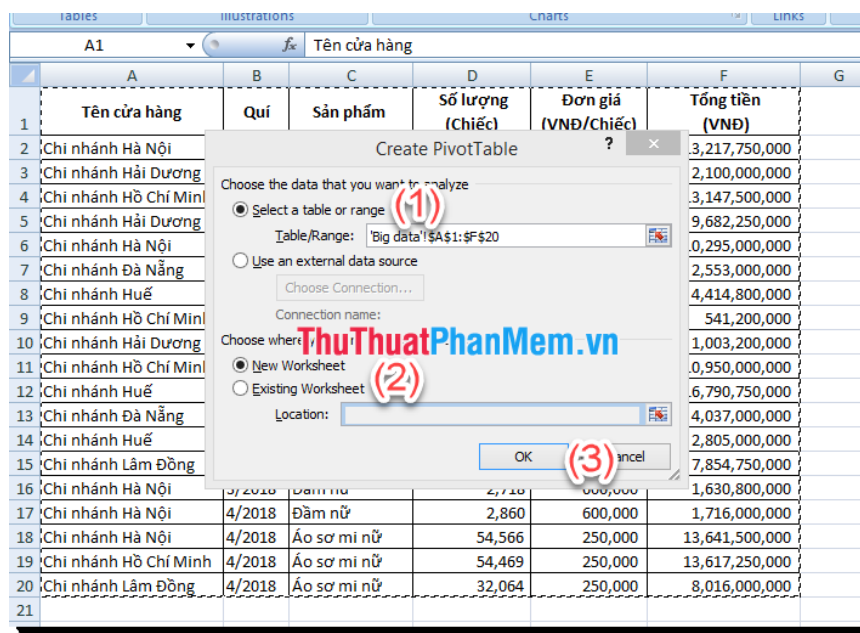
	A	B	C	D	E	F
	Tên cửa hàng	Quý	Sản phẩm	Số lượng (Chiếc)	Đơn giá (VNĐ/Chiếc)	Tổng tiền (VNĐ)
1						
2	Chi nhánh Hà Nội	1/2018	Áo sơ mi nữ	52,871	250,000	13,217,750,000
3	Chi nhánh Hải Dương	1/2018	Đầm nữ	3,500	600,000	2,100,000,000
4	Chi nhánh Hồ Chí Minh	1/2018	Áo sơ mi nữ	52,590	250,000	13,147,500,000
5	Chi nhánh Hải Dương	3/2018	Áo sơ mi nữ	38,729	250,000	9,682,250,000
6	Chi nhánh Hà Nội	2/2018	Đầm nữ	4,250	600,000	10,295,000,000
7	Chi nhánh Đà Nẵng	1/2018	Đầm nữ	4,250	600,000	2,553,000,000
8	Chi nhánh Huế	1/2018	Đầm nữ	7,358	600,000	4,414,800,000
9	Chi nhánh Hồ Chí Minh	2/2018	Đầm nữ	902	600,000	541,200,000
10	Chi nhánh Hải Dương	4/2018	Đầm nữ	1,672	600,000	1,003,200,000
11	Chi nhánh Hồ Chí Minh	3/2018	Áo sơ mi nữ	43,800	250,000	10,950,000,000
12	Chi nhánh Huế	2/2018	Áo sơ mi nữ	67,163	250,000	16,790,750,000
13	Chi nhánh Đà Nẵng	2/2018	Áo sơ mi nữ	16,148	250,000	4,037,000,000
14	Chi nhánh Huế	3/2018	Đầm nữ	4,675	600,000	2,805,000,000
15	Chi nhánh Lâm Đồng	2/2018	Áo sơ mi nữ	31,419	250,000	7,854,750,000
16	Chi nhánh Hà Nội	3/2018	Đầm nữ	2,718	600,000	1,630,800,000
17	Chi nhánh Hà Nội	4/2018	Đầm nữ	2,860	600,000	1,716,000,000
18	Chi nhánh Hà Nội	4/2018	Áo sơ mi nữ	54,566	250,000	13,641,500,000
19	Chi nhánh Hồ Chí Minh	4/2018	Áo sơ mi nữ	54,469	250,000	13,617,250,000
20	Chi nhánh Lâm Đồng	4/2018	Áo sơ mi nữ	32,064	250,000	8,016,000,000

The Create PivotTable window appears.

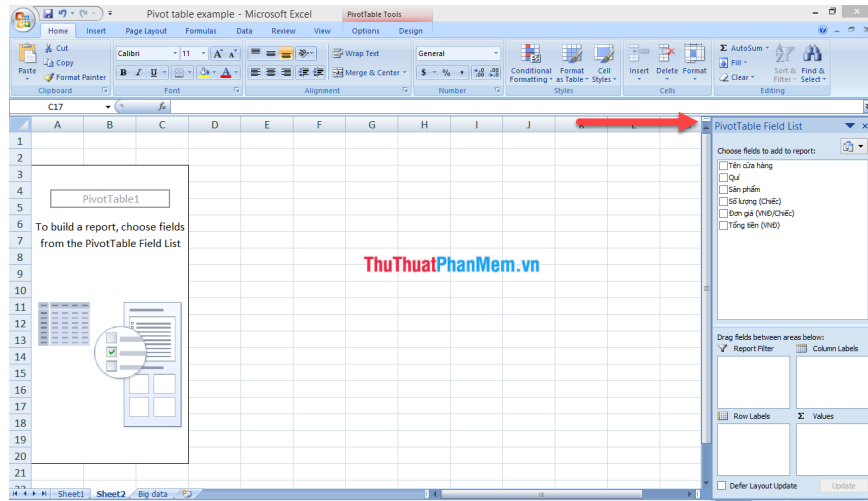
Select (1) Select a table or range.

(2) You can select New Worksheet or Existing Worksheet.

(3) Click OK.



The **PivotTable Fields** window appears in the left corner of the screen.

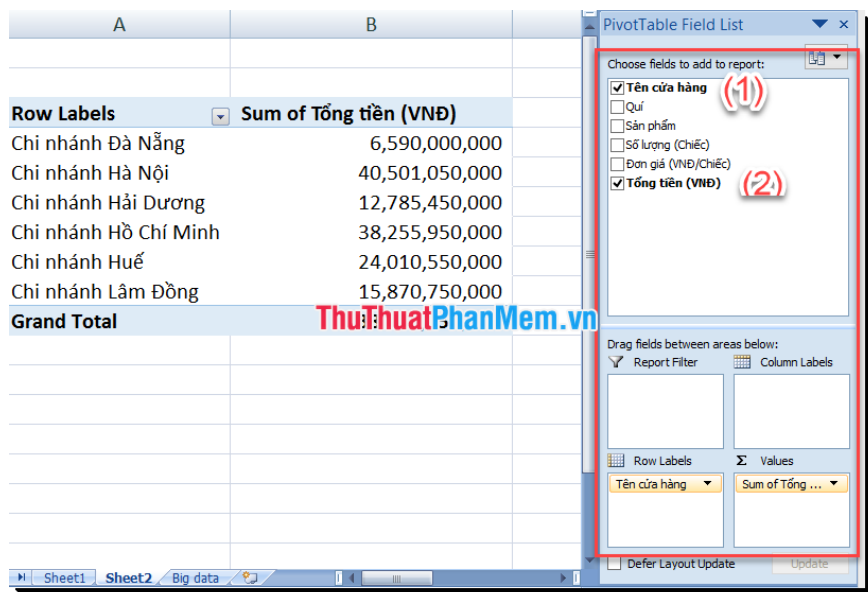


Now our job is drag and drop.

Simple data processing

For example, you want to sum the revenue of each store:

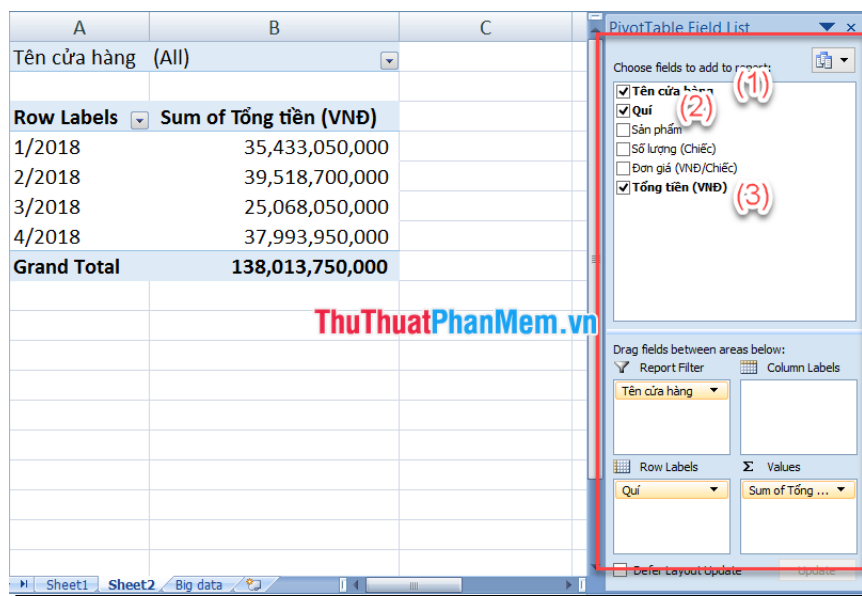
1. Select the **Store Name** line to drag it into the **Rows** box .
2. You select the **Total money (VNĐ)** line and drag it into the **Values** box .



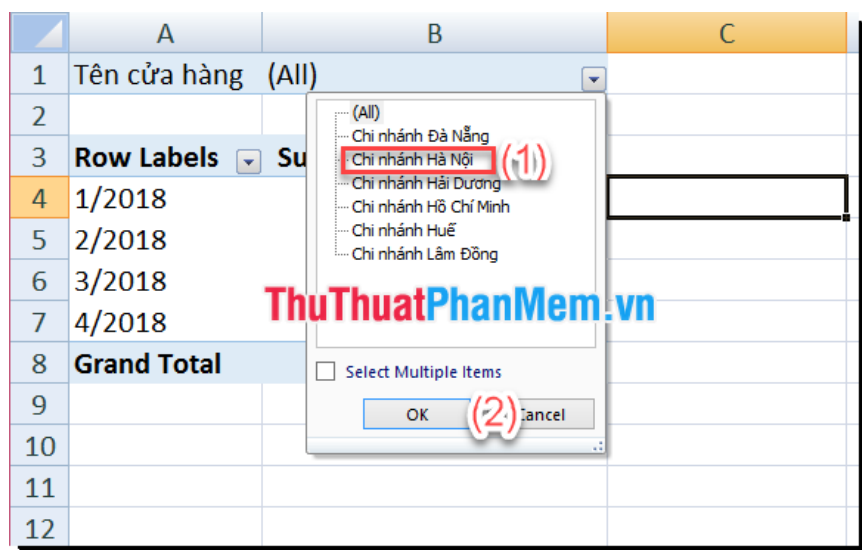
Data processing under many different conditions / information

For example, you want to calculate the revenue of each store by quarter :

1. Select the **Store Name** line and drag it into the **Filters** box .
2. You select the line **Quý** dragged into the **Rows** box .
3. You select the **Total money (VND) line and** drag it into the **Values** box .



You want to see data of a specific store, select cell B1, click the store you want to see, for example, you select **Hanoi Branch (1)** => click **OK (2)** .



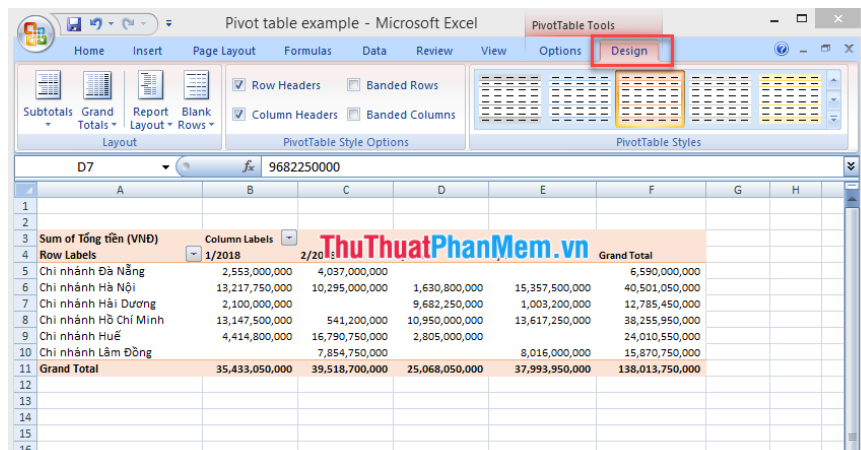
For example, if you want to compare sales between stores by quarter, you can do the following:

1. Select the **Store Name** line to drag it into the **Rows** box .
2. You choose the line **Quý** pull into the box **Columns**.
3. You select the **Total money (VND) line and** drag it into the **Values** box .



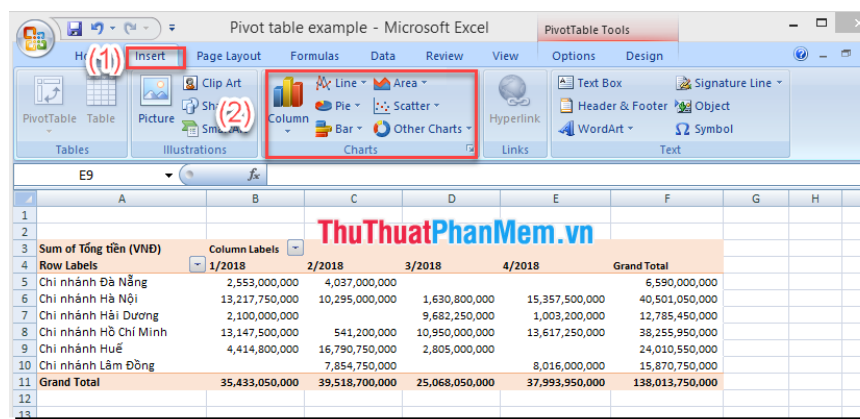
Report format

You can design and reformat the report according to your actual needs by selecting the **Design** tab and selecting until you like.

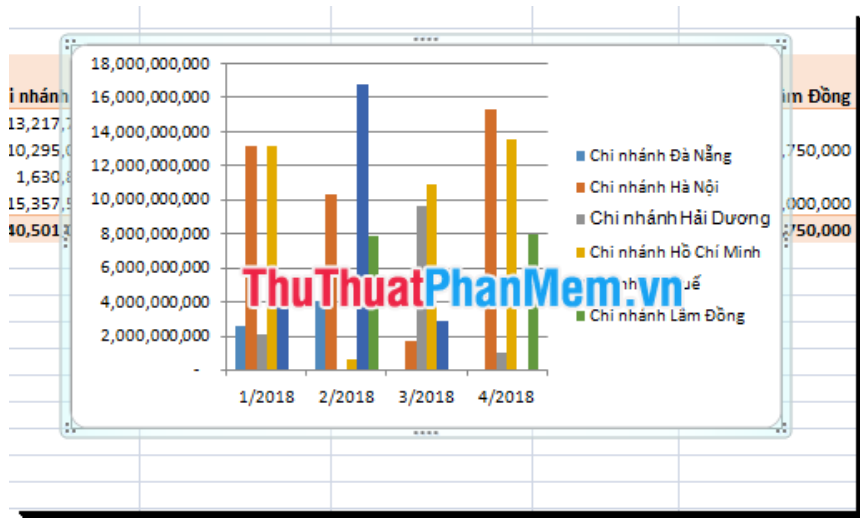


Create PivotChart from PivotTables

Place the cursor in the data area of the PivotTable table, select the **Insert** tab (1) => **Chart** (2) .



The **Insert Chart** window appears, select the chart template you intend to use, and this is the result:



Above are some of the operations to use the basic **Pivot table** tool to analyze data in Excel, so you can easily synthesize the necessary data, draw charts simply and quickly. The fastest service for your work. Good luck!

You finished reading the article "**What is a PivotTable? How to use PivotTable in Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.