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Excel pivot table across multiple sheets

PivotTables allow you to analyze large amounts of data and narrow down large datasets to see relationships between data points. Google Sheets uses PivotTables to summarize data, making it easier to understand all the information in your spreadsheet. What are PivotTables? PivotTables are useful for analyzing huge amounts of data. If a regular spreadsheet uses only two axes — columns and rows — PivotTables help us understand the information in the spreadsheet by summarizing the selected columns and rows of data. For example, a PivotTable can be used to analyze sales made by company departments for a specific month, where all information is randomly entered into a dataset. Creating a PivotTable from the information in the image above displays a carefully formatted table with information from the selected columns, sorted by split. RELATED: The best add-ons in Google Sheets How to create a Chrome Burn PivotTable and open a spreadsheet in Google Sheets. Then select any of the cells you want to use in the PivotTable. If you're going to use everything in your dataset, you can click anywhere in your spreadsheet, you don't have to select each cell first. Note: Each selected column must have a header associated to create a PivotTable with these data points. On the menu bar at the top of the page, click Data, and then click PivotTable. If the new table doesn't open automatically, click PivotTable at the bottom of the spreadsheet. How to edit a PivotTable From a PivotTable worksheet The side panel lets you add rows, columns, values, and filters to display data. Sometimes Sheets offer suggestions based on the information you select. Click the suggestion or click Add next to any of the options below. When you click any of the suggestions, the worksheets automatically build the PivotTable using the option selected from the specified list. If you prefer to customize your PivotTable, click any of the Add buttons next to the four options below. Each option has a different purpose, here's what they mean: Rows: Adds all the unique elements of a specific column from a dataset to a PivotTable as row headings. These are always the first data points that appear in the PivotTable in light gray on the left. Columns: Adds selected data points (headings) in aggregated form for each column in the table, marked in dark gray at the top of the table. Values: Adds the actual values of each header in the dataset to sort in the PivotTable. Filter: Adds a filter to the table to display only data points that meet the specified criteria. Click Add next to Rows, and add the rows that you want to display in the PivotTable. In this example, we'll add a split and a split. Then add button next to Values As and insert the values you want to sort the information. We will use the sum of the number of units sold and the average price per unit. To change the each unit, click the drop-down menu under the Summary by heading. You can choose from total, number, average, min, max. When you add all rows, columns, values, etc., we have a clear PivotTable that determines which department sold the most units and the average cost of all units sold. RELATED: How to import an Excel document into Google Sheets If you prefer to create your own formula, click Add next to values as header, and then click Calculated Field. In the new value field, enter the formula that best summarizes the data in the PivotTable. If you want to add a filter to a table, click Add next to the Filters heading. When you add a filter to a table, select or deselect the values that you want to display in the table, and then click OK to apply the filter. That's all that's up to it. Although this is only an introduction to the use of PivotTables, there are seemingly infinite opportunities to use this feature, which few know about. PivotTables are one of the most powerful features in Microsoft Excel. They allow you to analyze large amounts of data and summarize

with just a few mouse clicks. In this article, we explore PivotTables, understand what they are, and learn how to create and customize them. Note: This article is written using Excel 2010 (Beta). The concept of a PivotTable has changed little over the years, but the method of creating one has changed in almost every iteration of Excel. If you are using a version of Excel that is not 2010, expect different screens from those you see in this article. A Little History In the early days of spreadsheet programs, Lotus 1-2-3 ruled the perch. Its dominance was so complete that people thought it was a waste of time for Microsoft to bother developing its own spreadsheet software (Excel) to compete with Lotus. Flash-forward to 2010, and Excel's dominance in the spreadsheet market is greater than ever lotus, while the number of users still running Lotus 1-2-3 is approaching zero. How did this happen? What caused such a dramatic reversal of fortunes? Industry analysts put it down to two factors: First, Lotus decided that this fancy new GUI platform called Windows was a passing fashion that would never take off. They refused to create a version of Windows Lotus 1-2-3 (for several years, anyway), predicting that their VERSION OF DOS software was all anyone ever needed. Microsoft, of course, has developed Excel exclusively for Windows. Secondly, Microsoft has developed a feature for Excel that Lotus did not provide in 1-2-3, namely PivotTables. The PivotTable feature, available only in Excel, has been found to be so amazingly useful, people were ready to learn the whole new software package (Excel), instead of sticking to a program (1-2-3) that didn't have it. This one feature, along with the erroneous judgment of Windows success, was the death-knell for Lotus 1-2-3, and the beginning Microsoft Excel. Understanding PivotTables So what is a PivotTable, exactly? Put simply, a PivotTable is a summary of some of the data created to allow easy analysis of the said data. However, unlike manually created summaries, Excel PivotTables are interactive. Once you've created one of them, you can easily change it if it doesn't offer you an accurate insight into the data you were hoping for. With just a few clicks, you can rotate the summary so that the column headings become row headings, and vice versa. There are also many more things that can be done. Instead of trying to describe all the features of PivotTables, we'll just demonstrate them... Data analyzed with a PivotTable cannot be just any data—it must be raw data, previously unprocessed (unsummarted), typically a list of some kind. An example would be a list of sales transactions in a company in the last six months. Check the data shown below: Note that this is not raw data. In fact, this is already a summary. In cell B3 we see \$30,000, which apparently is the sum of James Cook's sales in the month of January. So where are the raw data? How did we get to \$30,000? Where is the original list of sales transactions from which this number was generated? It's clear that somewhere, someone has gone into trouble with compiling all the sales transactions over the past six months in the summary we see above. How long can one assume that it lasted? Time? Ten? Most likely, yes. You see, the spreadsheet above is not actually a PivotTable. It was created manually from raw data stored elsewhere, and it would actually take several hours to compile. However, this is exactly the kind of summary that you can create using PivotTables, in which case it would take just a few seconds. Let's find out how... If we were to track down the original list of sales transactions, it might look something like this: You might be surprised that by using excel PivotTable features, we can create a monthly sales summary similar to the one above in seconds, with just a few mouse clicks. We can do it – and much more! If you first create a PivotTable, make sure that the worksheet in Excel has raw data. The list of financial transactions is typical, but it can be a list of almost everything: employee contact details, cd collection or fuel consumption data for your company's fleet of cars. So we start Excel ... and load such a list ... When the list is open in Excel, we are ready to start creating a PivotTable. Click any single cell in the list: Then, on the Insert tab, click PivotTable: The Create PivotTable box appears asking: What data should the new PivotTable be based on and where should it be created? Since we have already clicked a cell in the list (in the step above), the entire list surrounding this cell is already selected for us (\$A\$1:\$G\$88 per in this example). Note that we can select a list in any other region of any other worksheet, or even some external data source, such as an Access database table or even an MS-SQL Server database table. We also need to choose whether we want our new PivotTable to be created in a new worksheet or on an existing one. In this example, we'll select a new one: A new worksheet is created for us, and an empty PivotTable is created in this worksheet: Another field appears: PivotTable Field List. This field list will be displayed each time you click any cell in the PivotTable (above): The field list at the top of the field is actually a collection of column headings from the original primary datasheet. The four blanks at the bottom of the screen allow us to choose how we would like our PivotTable to summarize raw data. So far, there is nothing in these fields, so the PivotTable is empty. All we have to do is drag the fields down from the list above and drop them in the lower fields. Then the PivotTable is created automatically to match our instructions. If we're wrong, we just need to drag the fields back to where they came from and/or drag the new fields down to replace them. The Values field is probably the most important of the four. The field you drag into this field represents data that needs to be summarized in some way (summing, averaging, finding maximum, minimum, etc.). That's almost always the figures. The ideal candidate for this field in our sample data is the Amount field/column. Drag this field to the Values: Note that (a) the Amount field in the field list is now selected, and the Sum amount option has been added to the Values box, indicating that the amount column has been summed up. If we examine the PivotTable itself, we actually find the sum of all the amount values from the raw datasheet: We created our first PivotTable! Handy, but not particularly impressive. It is likely that we need a little more insight into our data. With our sample data, we need to identify one or more column headings that we could use to divide this sum. For example, we may decide that we would like to see a summary of our data, in which we have a line header for each of the different salespeople in our company and a total for each. To achieve this, all we need to do is drag the Salesperson field to the Row Labels box: Now, finally, things are starting to get interesting! Our PivotTable is starting to take shape.... With a few clicks, we created a table that would take a long time to do manually. So what else can we do? Well, in a sense, our PivotTable is complete. We have created a useful summary of our source data. Important things are already learned! later in this article, we'll explore some ways to create more complex PivotTables and how to customize these PivotTables. First, we can create a two-dimensional table. Let them using payment methods as a column header. Just drag the Payment Method header to the Column Labels: What looks like this: You're starting to get very cool! Let's do it with a three-dimensional table. What could such a table look like? Well, let's see... Drag the Package column/header to the Report Filter: Notice where it ends.... This allows us to filter our report based on which holiday package you purchased. For example, we can see the seller vs payment method breakdown for all packages, or, with just a few clicks, change it to show the same breakdown for sunseekers package: And yes, if you think about it the right way, our PivotTable is now three-dimensional. Let's keep customizing... If you find, say, that you only want to see check and credit card transactions (i.e. no cash transactions), you can uncheck cash from the column headings. Click the drop-down arrow next to Column Labels and badge Cash: Let's see what it looks like... As you can see, cash is gone. Formatting it is obviously a very powerful system, but so far the results look very simple and boring. For starters, the numbers we add up don't look like dollar amounts - just old numbers. Rectification of this. The temptation may be to do what we're used to in these circumstances and just select the entire table (or entire worksheet) and use the standard number formatting buttons on the toolbar to complete the formatting. The problem with this approach is that if you ever change the structure of a PivotTable in the future (which is likely in 99%), these number formats will be lost. We need a way that makes them (semi)permanent. First, we find the sum of the amount entry in the Values field and click on it. The menu appears. Select value field settings... from the menu: The Value Field Settings field appears. Click Number Format, and the standard Format Cells: From the Category list, select (say) Posting and drop the number of decimal places to 0. Click OK several times to return to the PivotTable... As you can see, the numbers have been correctly formatted as dollar amounts. When we're on formatting, format the entire PivotTable. There are several ways to do this. Let's use a simple... Click the PivotTable Tools/Design tab: Then expand the arrow in the lower-right corner of the PivotTable Styles list to see a huge collection of built-in styles: Select any of them that referenced, and look at the result in the PivotTable: Other options We can also work with dates. Now there are usually many, many dates in the list of transactions like the one we started with. But Excel provides the option to group data items by day, week, month, year, etc. Let's see how it's done. remove the Payment method column from the Column Labels box (just drag it back to the field list) and replace the Reserved Date column: How can you this makes our PivotTable immediately useless, giving us one column for each date on which the transaction occurred – a very wide table! To resolve this issue, right-click any date and select a group... from the context menu: A grouping field is displayed. We choose months and click OK: Voila! A much more useful table: (By the way, this table is virtually identical to the table shown at the beginning of this article—the original sales summary that was created manually.) Another cool thing to keep in mind is that you can have more than one set of row headings (or column headings): ... which looks like this You can do something similar with column headings (or even report filters). Repeating simplicity, let's see how to plot averaged values rather than summed values. First, click on Sum amount and select the value field settings... from the context menu that appears: In the Sum value by box in the Value field settings box, select Average: While we're here, let's change the custom name from Average Amount to something a little more concise. Type something like Avg: Click OK and see what it looks like. Note that all values change from summed totals to averages, and the table title (upper left cell) has changed to Avg: If we like it, we can even have totals, averages, and numbers (numbers = how many sales there were) all on the same PivotTable! Here are the steps to get something like this in place (starting with a blank PivotTable): Drag the Salesperson to the column label Drag the Amount field down to the value of the field three times For the first Amount field, change its custom name to Total and its number format to accounting (0 decimal places) For the second Amount field, change its custom name to Average, its function on Average and its numeric format on Accounting (0 decimal places) For the third amount field, change its name to Count, and its function on Count Drag the automatically created field from column labels to row labels Here's what ends with: Sum, Average, and Count on the same PivotTable! Application There are many, many more pivottable features and options created by Microsoft Excel - far too many to mention in an article like this. A small book (or a large website) would be required to fully cover the potential of PivotTables. Bold and/or geeky readers can explore pivot tables further quite easily: Just right-click on almost anything, and see what options become available to you. There are also two ribbon tabs: PivotTable tools/options and design. It doesn't matter if you make a mistake – easily remove the PivotTable and start over – the ability of old DOS Lotus 1-2-3 users has never had one. If you're working in Office 2007, it's a good idea to review the article on creating a PivotTable in Excel 2007. We've included an Excel workbook that you can download to practice your skills as a PivotTable. It should work with all versions of Excel from 97. Download our Practice Excel workbook

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