AMERICAN LEGION RIDERS

Creating Pivot Tables with Google Sheets

Alex Hill – Director ALR 392
Response Spreadsheet

So, you’ve got your spreadsheet made and you want to know how many total miles your group has ridden, or perhaps how many an individual rider has ridden.

Here’s how...

• Click Data and then Pivot table.
Pivot table - Basics

- Notice the Pivot table editor.
- Click Add next to Rows to add fields like Your Name and Date of Event.
- Click Add next to Values to add fields like Miles, Hours, Expenses.
Pivot table – Pivot Date Groups

- Right Click in the date column and Click Create pivot date group.
- This will allow you to break down the information into segments like Year-Month or Year-Quarters.
• Now you can see how much each of your riders are riding every quarter.
• Too much information? Let’s just click the X next to Your name under rows.
Pivot table – Monthly Reports

- Now you only see how much the collective group is riding every quarter.
- These reports will update automatically as more entries are added and will save with the spreadsheet.
Now that you have your fancy Pivot table the way you want it, you can rename it or duplicate it by clicking the Triangle next to the current name of the Pivot Chart.

As you can see I have a few charts made on my Spreadsheet.
Enjoy your Pivot Table

• Now that you have your performed this advanced function of Google Sheets...feel free to explore some of the many functions that are also available.
• Just do a little Google Search for some help on how to further your spreadsheet.