

How can I create a summary table in Excel? Can you provide an example?

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To create a summary table in Excel, follow these steps:

1. First, organize your data into a table format with column and row headings.
2. Select the entire table and click on the "Insert" tab.
3. In the "Tables" group, click on "PivotTable" and a new window will pop up.
4. In the pop-up window, select the range of data you want to include in your summary table.
5. Choose where you want the pivot table to be located and click "OK".
6. A new worksheet will be created with the pivot table.
7. Drag and drop the desired column headings into the "Rows" and "Values" sections to create a summary of your data.
8. You can also apply filters, sort, and format the table as needed.

An example of a summary table in Excel could be a table displaying the total sales for each product in a given time period, with the product names listed in the rows and the total sales values in the values section.

Create a Summary Table in Excel (With Example)

Often you may want to create a summary table in Excel to summarize the values in some dataset.

Fortunately this is easy to do using built-in functions in Excel.

The following step-by-step example shows how to create a summary table in Excel in practice.

Step 1: Enter the Original Data

First, we'll enter the following dataset that contains information about product sales for some company:

	A	B	C	D	E	F
1	Date	Product	Units Sold	Revenue		
2	1/1/2022	A	14	\$425		
3	1/4/2022	A	8	\$290		
4	1/9/2022	A	7	\$280		
5	1/13/2022	A	6	\$195		
6	1/4/2022	B	8	\$215		
7	1/5/2022	B	10	\$315		
8	1/6/2022	B	15	\$475		
9	2/4/2022	C	7	\$260		
10	2/7/2022	C	7	\$260		
11	2/14/2022	C	2	\$90		
12	2/19/2022	C	6	\$220		
13	2/24/2022	C	4	\$135		
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Step 2: Find Unique Values

Next, we'll use the following formula to identify the unique product names in column B:

=UNIQUE(B2:B13)

We can type this formula into cell F2:

	A	B	C	D	E	F	G
1	Date	Product	Units Sold	Revenue		Product	
2	1/1/2022	A	14	\$425		A	
3	1/4/2022	A	8	\$290		B	
4	1/9/2022	A	7	\$280		C	
5	1/13/2022	A	6	\$195			
6	1/4/2022	B	8	\$215			
7	1/5/2022	B	10	\$315			
8	1/6/2022	B	15	\$475			
9	2/4/2022	C	7	\$260			
10	2/7/2022	C	7	\$260			
11	2/14/2022	C	2	\$90			
12	2/19/2022	C	6	\$220			
13	2/24/2022	C	4	\$135			
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We can see that this formula is able to extract the three unique product names from column B.

Step 3: Calculate Summary Statistics for Each Variable

Next, we can calculate the total units sold, average number of units sold, and total revenue for each product by using the following formulas:

Total Units Sold:

=SUMIF(\$B\$2:\$B\$13, F2, \$C\$2:\$C\$13)

Average Number of Units Sold:

=AVERAGEIF(\$B\$2:\$B\$13, F2, \$C\$2:\$C\$13)

Total Revenue:

=SUMIF(\$B\$2:\$B\$13, F2, \$D\$2:\$D\$13)

We can type these formulas into cells G2, H2, and I2, respectively:

	A	B	C	D	E	F	G	H	I
1	Date	Product	Units Sold	Revenue		Product	Total Units Sold	Avg Units Sold	Total Revenue
2	1/1/2022	A	14	\$425		A	35	8.75	1190
3	1/4/2022	A	8	\$290		B	33	11	1005
4	1/9/2022	A	7	\$280		C	26	5.2	965
5	1/13/2022	A	6	\$195					
6	1/4/2022	B	8	\$215					
7	1/5/2022	B	10	\$315					
8	1/6/2022	B	15	\$475					
9	2/4/2022	C	7	\$260					
10	2/7/2022	C	7	\$260					
11	2/14/2022	C	2	\$90					
12	2/19/2022	C	6	\$220					
13	2/24/2022	C	4	\$135					
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We now have a summary table that tells us the total units sold, average units sold, and total revenue for each of the three products from our original dataset.

Step 4: Format the Summary Table (Optional)

Lastly, feel free to add a border around each cell in the summary table and add background colors to make the summary table more aesthetically pleasing:

	A	B	C	D	E	F	G	H	I
1	Date	Product	Units Sold	Revenue		Product	Total Units Sold	Avg Units Sold	Total Revenue
2	1/1/2022	A	14	\$425		A	35	8.75	\$ 1,190
3	1/4/2022	A	8	\$290		B	33	11	\$ 1,005
4	1/9/2022	A	7	\$280		C	26	5.2	\$ 965
5	1/13/2022	A	6	\$195					
6	1/4/2022	B	8	\$215					
7	1/5/2022	B	10	\$315					
8	1/6/2022	B	15	\$475					
9	2/4/2022	C	7	\$260					
10	2/7/2022	C	7	\$260					
11	2/14/2022	C	2	\$90					
12	2/19/2022	C	6	\$220					
13	2/24/2022	C	4	\$135					
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The summary table is even easier to read now.

Note: We chose to calculate mean values and sum values in our summary table, but feel free to calculate

other values of interest such as the minimum, maximum, median, range, and other metrics.

Additional Resources

The following tutorials explain how to perform other common tasks in Excel:

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