

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

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June 23, 2024

RECOMMENDED CITATION

stats writer (2024). *How can I create a summary table in Google Sheets? Can you provide an example?*. PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=147618>

To create a summary table in Google Sheets, you can use the built-in "Pivot Table" feature. This allows you to organize and summarize data from a larger dataset in a concise and easy-to-read format. To create a pivot table, first select all the data you want to include in the table. Then, go to the "Data" tab and click on "Pivot Table." You can then customize your table by selecting which data to include, how to group and summarize it, and where to place the table on your sheet. An example of a pivot table could be a summary of sales data, with columns for different products and rows for different regions, and the table showing the total sales for each product in each region.

Create a Summary Table in Google Sheets (With Example)

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

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

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

Step 1: Enter Values for Dataset

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

	A	B	C	D	
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	
14					
15					
16					
17					
18					
19					

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 A17:

A17 ∇ | fx =UNIQUE(B2:B13)

	A	B	C	D	E
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	
14					
15					
16	Product				
17	A				
18	B				
19	C				
20					
21					

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, A17, \$C\$2:\$C\$13)

Average Number of Units Sold:

=AVERAGEIF(\$B\$2:\$B\$13, A17, \$C\$2:\$C\$13)

Total Revenue:

=SUMIF(\$B\$2:\$B\$13, A17, \$D\$2:\$D\$13)

We can type these formulas into cells B17, C17, and D17, respectively:

B17 fx =SUMIF(\$B\$2:\$B\$13, A17, \$C\$2:\$C\$13)

	A	B	C	D	E
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	
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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	
14					
15					
16	Product	Total Units Sold	Avg Units Sold	Total Revenue	
17	A	35	8.75	1190	
18	B	33	11	1005	
19	C	26	5.2	965	
20					
21					
22					

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
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	
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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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16	Product	Total Units Sold	Avg Units Sold	Total Revenue	
17	A	35	8.75	1190	
18	B	33	11	1005	
19	C	26	5.2	965	
20					
21					
22					

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.

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