

How do I format pivot tables in Google Sheets step-by-step?

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To format pivot tables in Google Sheets, follow these step-by-step instructions:

1. Select the pivot table by clicking anywhere within it.
2. Click on the "Format" tab in the toolbar at the top of the sheet.
3. Choose the desired formatting options from the drop-down menu, such as font, color, and alignment.
4. To apply formatting to the entire table, select the "Pivot table" option under the "Apply to" section.
5. To format specific sections of the table, choose either "Pivot table headers" or "Pivot table values" under the "Apply to" section.
6. Use the "Number format" option to change the display of numbers in the table, such as currency or percentage.
7. To add borders or shading to the pivot table, select the "Borders" or "Fill color" options.
8. To make further adjustments, click on the "Customize" tab and use the various options to change the appearance of the pivot table.
9. Once finished, click "Apply" to save the formatting changes.
10. Repeat these steps for any additional pivot tables in the sheet.

Format Pivot Tables in Google Sheets (Step-by-Step)

Pivot tables offer an easy way to summarize the values of a dataset.

<i>SUM of Sales</i>	<i>Region</i>				
<i>Product</i>	<i>East</i>	<i>North</i>	<i>South</i>	<i>West</i>	<i>Grand Total</i>
A	388	438		546	1372
B		448	290		738
C	476		298	345	1119
D		409	408	235	1052
Grand Total	864	1295	996	1126	4281

This tutorial provides a step-by-step example of how to create and format a pivot table for a raw dataset in Google Sheets.

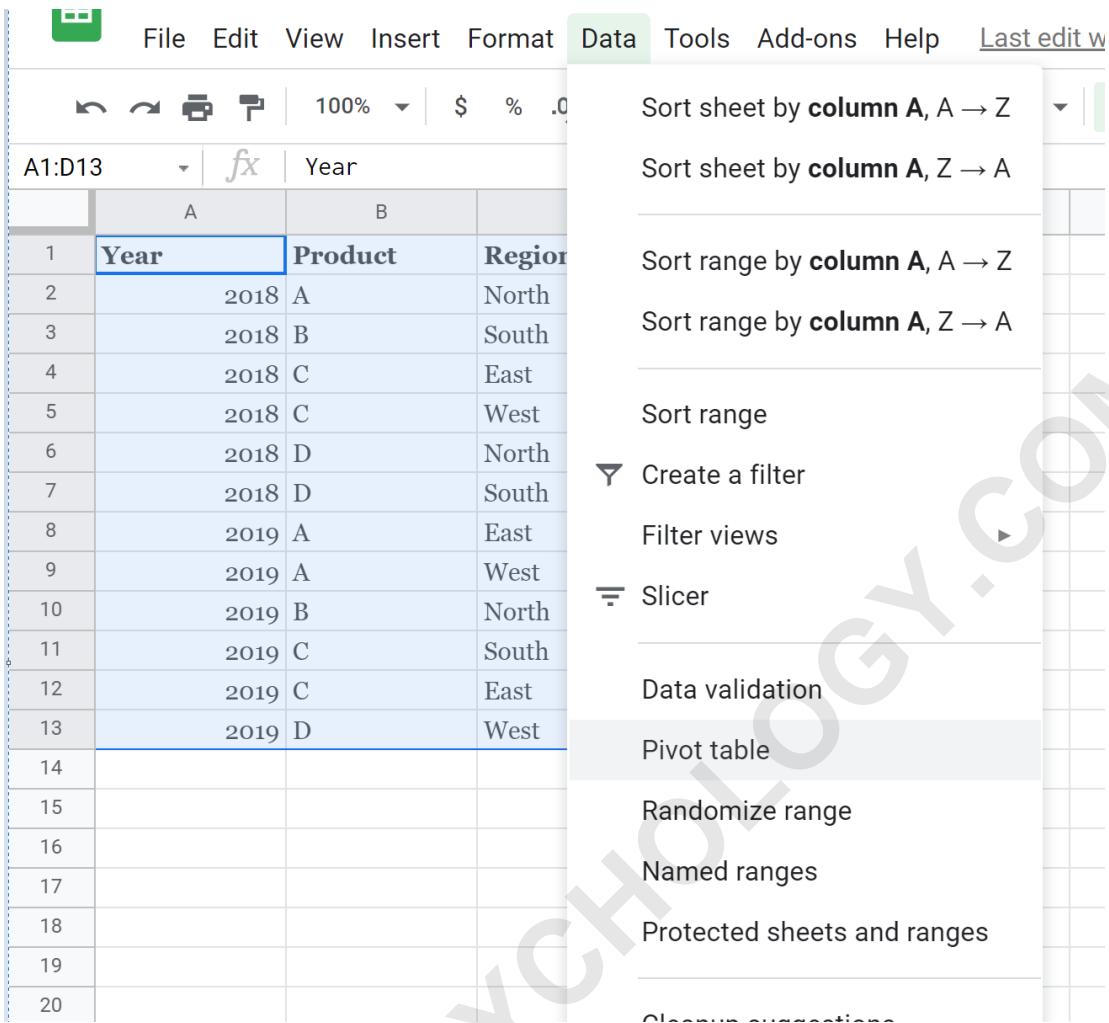
Step 1: Enter the Data

First, let's enter some sales data for an imaginary company:

	A	B	C	D	E
1	Year	Product	Region	Sales	
2	2018	A	North	438	
3	2018	B	South	290	
4	2018	C	East	298	
5	2018	C	West	345	
6	2018	D	North	409	
7	2018	D	South	408	
8	2019	A	East	388	
9	2019	A	West	546	
10	2019	B	North	448	
11	2019	C	South	298	
12	2019	C	East	178	
13	2019	D	West	235	
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

Step 2: Create the Pivot Table

Next, highlight all of the data. Along the top ribbon, click **Data** and then click **Pivot table**.

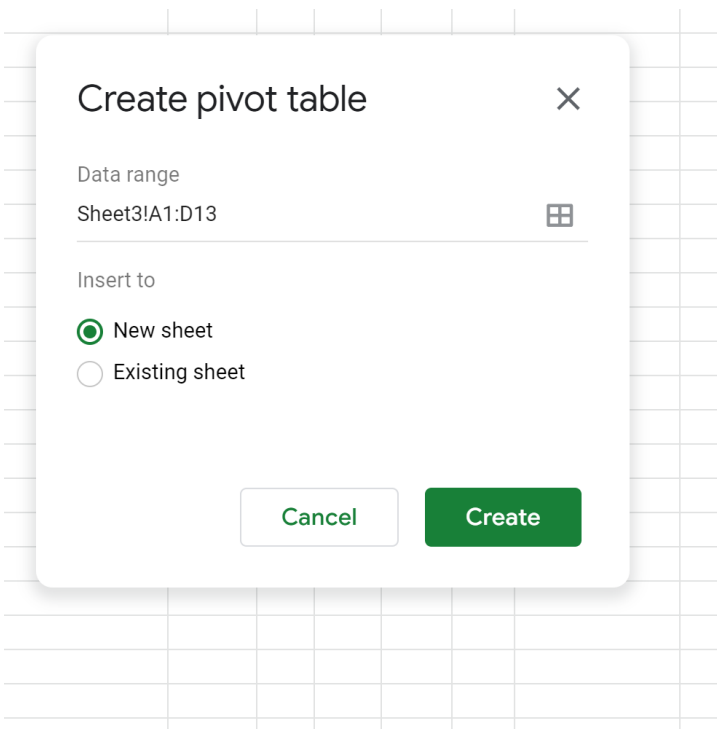


The screenshot shows a Google Sheets spreadsheet with a data table. The 'Data' menu is open, and the 'Pivot table' option is highlighted. The table contains the following data:

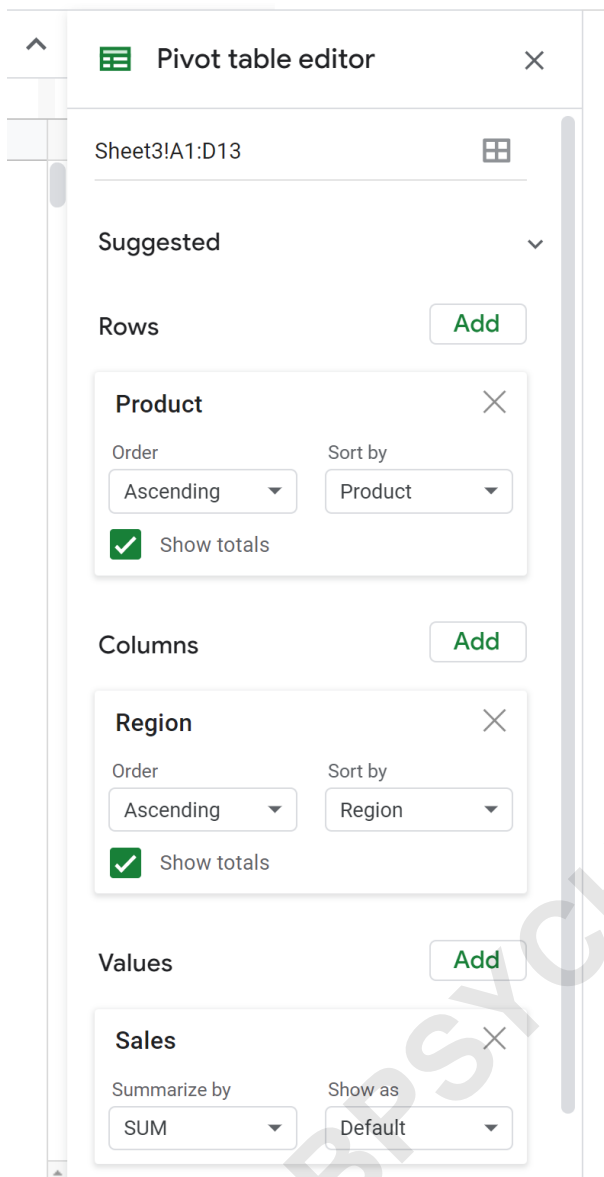
	A	B	
1	Year	Product	Region
2	2018	A	North
3	2018	B	South
4	2018	C	East
5	2018	C	West
6	2018	D	North
7	2018	D	South
8	2019	A	East
9	2019	A	West
10	2019	B	North
11	2019	C	South
12	2019	C	East
13	2019	D	West
14			
15			
16			
17			
18			
19			
20			

The 'Data' menu options are: Sort sheet by column A, A → Z; Sort sheet by column A, Z → A; Sort range by column A, A → Z; Sort range by column A, Z → A; Sort range; Create a filter; Filter views; Slicer; Data validation; Pivot table; Randomize range; Named ranges; Protected sheets and ranges; Cleanup suggestions.

Choose to enter the pivot table in a new sheet or an existing sheet, then click Create.



In the pivot table editor that appears to the right, add the Product to the Rows, Region to the Columns, and Sales to the Values.



Our pivot table will now look like this:

	A	B	C	D	E	F	
1	<i>SUM of Sales</i>	<i>Region</i>					
2	<i>Product</i>	<i>East</i>	<i>North</i>	<i>South</i>	<i>West</i>	<i>Grand Total</i>	
3	A	388	438		546	1372	
4	B		448	290		738	
5	C	476		298	345	1119	
6	D		409	408	235	1052	
7	Grand Total	864	1295	996	1126	4281	
8							
9							
10							
11							
12							
13							

Step 3: Choose a Custom Theme

Next, click the **Format** tab along the top ribbon and click **Theme**: