

Summarize Data in Google Sheets

Free practice file | SUMIFS, COUNTIFS, SPARKLINE, pivot table, QUERY + a bonus

Open the practice file (view only)

https://docs.google.com/spreadsheets/d/19_ZI1fUbLSpo6Lwyjp5qrRigwCnDbxvIW_S2zObCP0/edit?usp=sharing

Make your own editable copy

https://docs.google.com/spreadsheets/d/19_ZI1fUbLSpo6Lwyjp5qrRigwCnDbxvIW_S2zObCP0/copy

How to use it

1. Open the second link above, or use File > Make a copy. The shared file is view only, so a copy is yours to edit.
2. Go to the Practice sheet. The yellow cells are inputs you can change; the green cells are empty - that is where each formula goes. The raw orders are on the Sales Data sheet.
3. Type the formulas from the cheat sheet below, one tip at a time, and watch the summary build up.
4. Stuck on one? The Solution sheet has every formula already filled in.

What is inside

Sales Data	60 orders, January to June 2026, 6 salespeople, 4 regions
Practice	the summary tables for all 5 tips, formula cells blank
Solution	the same layout with every formula filled in
Pivot Table	the finished Region x Product pivot table
Read Me	what each tip does

Formula cheat sheet

USE CASE	FORMULA
1 SUMIFS	=SUMIFS('Sales Data'!J:J,'Sales Data'!E:E,B7)
1 Two conditions	=SUMIFS('Sales Data'!J:J,'Sales Data'!E:E,C13,'Sales Data'!G:G,C14)
2 COUNTIFS	=COUNTIFS('Sales Data'!F:F,B21)
2 Number condition	=COUNTIFS('Sales Data'!E:E,C28,'Sales Data'!J:J,">"&C29)
3 SPARKLINE	=SPARKLINE(C36:H36)
3 Column chart	=SPARKLINE(C36:H36,{"charttype","column";"color","#1155cc"})
4 Pivot table	Insert > Pivot table > Rows: Region, Columns: Product, Values: Revenue
5 QUERY	=QUERY('Sales Data'!B4:J64,"select F, sum(J) group by F ...",1)
Bonus Status bar	Select a column - Sum / Average / Count appear bottom right

Whole-column references (J:J) need no \$ signs and keep working when new rows are added.

QUERY spills into the cells below and to the right - keep those cells empty.