



Обобщаващи таблици



1. Обобщаващи таблици (PivotTable)

Предоставят възможност за извличане на данни по различни критерии.

- Обработват големи количества данни

- Комбинират

- Сравняват

- Анализират

- Обобщават изходните данни

- Сортират

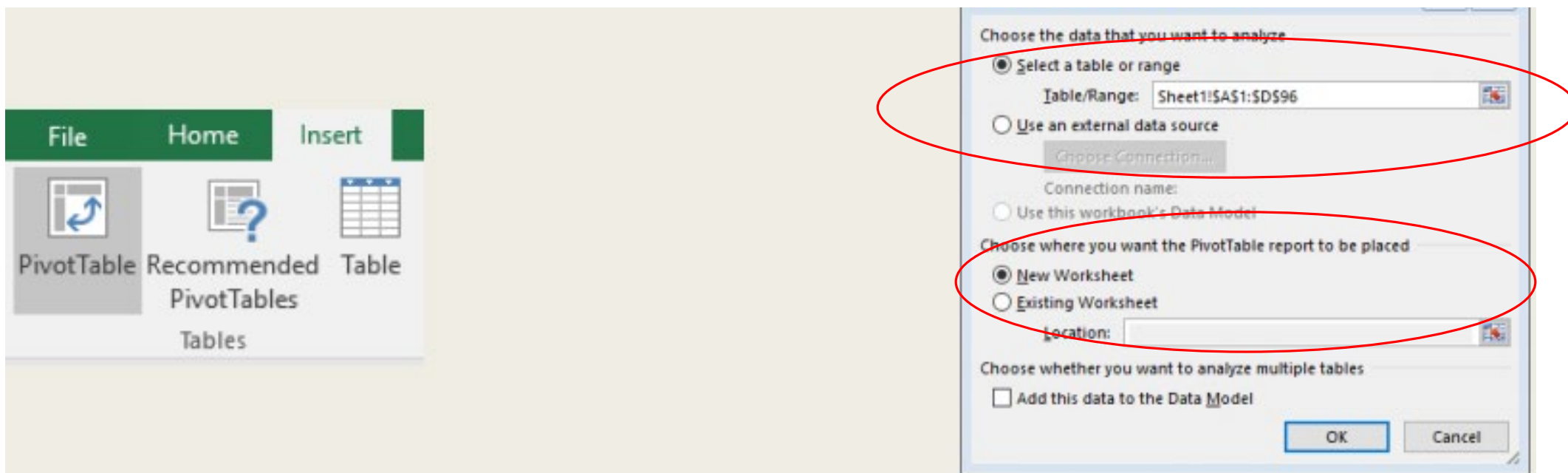
- Филтрират

Важно!!!



2. Създаване на обобщаваща таблица

- Поставяме маркера в таблицата с данни
- Insert / Tables / Pivot Table



Microsoft Excel interface showing the PivotTable Tools ribbon (Analyze and Design) and the PivotTable Fields task pane. The task pane is divided into two sections, both highlighted with red boxes:

- Top Section (Field List):** Contains a search bar and a list of fields: дата, ден, магазин, and стойност. Below the list is a "MORE TABLES..." link.
- Bottom Section (Drag fields between areas below):** Contains four drag-and-drop areas: FILTERS, COLUMNS, ROWS, and VALUES.

Green arrows indicate the mapping of fields from the list to the areas: "дата" is mapped to FILTERS, "ден" to ROWS, "магазин" to COLUMNS, and "стойност" to VALUES.

The worksheet shows a PivotTable3 on Sheet3, with a tooltip providing instructions: "To build a report, choose fields from the PivotTable Field List". The status bar at the bottom shows the current sheet is "Sheet3" (circled in red) and the task pane has "Defer Layout Update" checked.

Зад.1 oborot.xlsx

дата	ден	магазин	стойност
1.10.2019	вторник	Варна	5 648,23 лв.
1.10.2019	вторник	София	9 785,23 лв.
1.10.2019	вторник	Пловдив	7 856,00 лв.
2.10.2019	сряда	Варна	8 965,00 лв.
2.10.2019	сряда	София	12 563,00 лв.
2.10.2019	сряда	Пловдив	11 452,00 лв.
3.10.2019	четвъртък	Варна	9 685,00 лв.
3.10.2019	четвъртък	София	18 562,00 лв.
3.10.2019	четвъртък	Пловдив	12 365,00 лв.
4.10.2019	петък	Варна	11 452,00 лв.
4.10.2019	петък	София	15 462,00 лв.
4.10.2019	петък	Пловдив	12 564,00 лв.
5.10.2019	събота	Варна	9 685,00 лв.
5.10.2019	събота	София	12 563,00 лв.
5.10.2019	събота	Пловдив	10 563,00 лв.
6.10.2019	неделя	Варна	14 569,00 лв.
6.10.2019	неделя	София	18 562,00 лв.
6.10.2019	неделя	Пловдив	16 352,00 лв.
7.10.2019	понеделник	Варна	11 256,00 лв.
7.10.2019	понеделник	София	19 635,00 лв.
7.10.2019	понеделник	Пловдив	15 465,00 лв.
8.10.2019	вторник	Варна	6 985,00 лв.
8.10.2019	вторник	София	9 685,00 лв.

Microsoft Excel interface showing the PivotTable Tools ribbon. The ribbon includes tabs for Analyze, Design, and Tell me what you want to do... The Analyze tab is active, showing options like PivotTable Name (PivotTable2), Active Field (Sum of стойност), and various actions like Refresh, Change Data Source, and Move PivotTable.

Excel spreadsheet showing a PivotTable summary. The PivotTable is located in the range E3:G15. The PivotTable fields are: Row Labels (Varна, Пловдив, София), Column Labels (Plovdiv, Sofia), and Grand Total. The Grand Total for all categories is 382703,46.

Row Labels	Varна	Пловдив	София	Grand Total
1.10.2019	5648,23	7856	9785,23	23289,46
2.10.2019	8965	11452	12563	32980
3.10.2019	9685	12365	18562	40612
4.10.2019	11452	12564	15462	39478
5.10.2019	9685	10563	12563	32811
6.10.2019	14569	16352	18562	49483
7.10.2019	11256	15465	19635	46356
8.10.2019	6985	8965	9685	25635
9.10.2019	14526	14569	20154	49249
10.10.2019	9685	15269	17856	42810
Grand Total	102456,23	125420	154827,23	382703,46

PivotTable Fields task pane. It shows the fields to be added to the report: дата, ден, магазин, and стойност. The current configuration is: FILTERS (ден), COLUMNS (магазин), ROWS (дата), and VALUES (Sum of стойн...).

Ако добавим нов запис в таблицата източник, на базата на която е създадена обобщаващата таблица е необходимо да я обновим

Analyze/Data/Refresh

Зад. 2

The screenshot shows the Microsoft Excel interface with the PivotTable Tools ribbon active. The 'Analyze' tab is selected and circled in red. The 'Refresh' button is also circled in red. The PivotTable is named 'PivotTable2' and is based on the data source 'Sum of стойност'. The PivotTable is structured with 'Column Labels' (Варна, Пловдив, София, Бургас) and 'Grand Total'. The data is as follows:

Row Labels	Варна	Пловдив	София	Бургас	Grand Total
1.10.2019	5648,23	7856	9785,23		23289,46
2.10.2019	8965	11452	12563		32980
3.10.2019	9685	12365	18562		40612
4.10.2019	11452	12564	15462		39478
5.10.2019	9685	10563	12563		32811
6.10.2019	14569	16352	18562		49483
7.10.2019	11256	15465	19635		46356
8.10.2019	6985	8965	9685		25635
9.10.2019	14526	14569	20154		49249
10.10.2019	9685	15269	17856		42810
11.12.2020			12000		12000
Grand Total	102456,23	125420	154827,23	12000	394703,46

3. Оформление на обобщаваща таблица

The image shows the Microsoft Excel interface with the PivotTable Tools ribbon open. The 'Design' tab is selected and circled in red. The PivotTable is displayed with a PivotTable Style Options task pane on the left and a PivotTable Fields task pane on the right.

PivotTable Style Options:

- Layout: Subtotals (Grand Totals), Report Layout (Rows)
- PivotTable Style Options: Row Headers (checked), Column Headers (checked), Banded Rows (unchecked), Banded Columns (unchecked)

PivotTable Fields:

- Choose fields to add to report: дата, ден, магазин, стойност (all checked)
- Drag fields between areas below:
 - FILTERS: ден
 - COLUMNS: магазин
 - ROWS: дата
 - VALUES: Sum of стойн...

PivotTable Data:

ден	(All)				
Sum of стойност	град				
Row Labels	Варна	Пловдив	София	Бургас	Гра
1.10.2019	5648,23	7856	9785,23		
2.10.2019	8965	11452	12563		
3.10.2019	9685	12365	18562		
4.10.2019	11452	12564	15462		
5.10.2019	9685	10563	12563		
6.10.2019	14569	16352	18562		
7.10.2019	11256	15465	19635		
8.10.2019	6985	8965	9685		
9.10.2019	14526	14569	20154		
10.10.2019	9685	15269	17856		
11.12.2020				12000	
Grand Total	102456,23	125420	154827,23	12000	3

Допълнителни настройки

Subtotals Grand Totals Report Layout Blank Rows

Layout

Row Headers Column Headers Banded Rows Banded Columns

PivotTable Style Options

PivotTable Styles

дата	Варна	Пловдив	София	Бургас	Grand Total
1.10.2019	5648,23	7856	9785,23		23289,46
2.10.2019	8965	11452	12563		32980
3.10.2019	9685	12365	18562		40612
4.10.2019	11452	12564	15462		39478
5.10.2019	9685	10563	12563		32811
6.10.2019	14569	16352	18562		49483
7.10.2019	11256	15465	19635		46356
8.10.2019	6985	8965	9685		25635
9.10.2019	14526	14569	20154		49249
10.10.2019	9685	15269	17856		42810
11.12.2020				12000	12000
Grand Total	102456,23	125420	154827,23	12000	394703,46

- показване на обобщения на данните по групи (бутон **Subtotal**);
- финални обобщения на данните по редове и колони (бутон **Grand Totals**);
- визуализация на формата на обобщаващата таблица (бутон **Report Layout**).

PivotTable Fields

Choose fields to add to report:

Search

- дата
- ден
- магазин
- стойност

MORE TABLES...

Drag fields between areas below:

FILTERS: ден

COLUMNS: магазин

ROWS: дата

VALUES: Sum of стойн...

Defer Layout Update UPDATE

4. Форми на обобщаваща таблица

The screenshot shows the Microsoft Excel interface with the PivotTable Tools ribbon selected. The Design tab is highlighted, and the 'Report Layout' button is circled in red. A dropdown menu is open, showing options for 'Show in Compact Form', 'Show in Outline Form', 'Show in Tabular Form', 'Repeat All Item Labels', and 'Do Not Repeat Item Labels'. The PivotTable Fields task pane is visible on the right, showing the following configuration:

- Choose fields to add to report: Search
- Checked fields: дата, ден, магазин, стойност
- MORE TABLES...
- Drag fields between areas below:
- FILTERS: ден
- COLUMNS: магазин
- ROWS: дата
- VALUES: Sum of стойн...
- Defer Layout Update: UPDATE

	Бупрас	Grand Total			
1.10.2	5,23	23289,46			
2.10.2	2563	32980			
3.10.2	3562	40612			
4.10.2019	11452	12564	15462	39478	
5.10.2019	9685	10563	12563	32811	
6.10.2019	14569	16352	18562	49483	
7.10.2019	11256	15465	19635	46356	
8.10.2019	6985	8965	9685	25635	
9.10.2019	14526	14569	20154	49249	
10.10.2019	9685	15269	17856	42810	
11.12.2020			12000	12000	
Grand Total	102456,23	125420	154827,23	12000	394703,46

- Компактна
- Таблична
- Структурна

5. Групиране на данни в обобщаващи таблици

Row Labels	Бургас	Варна	Пловдив	София	Grand Total
понеделник		11256	15465	19635	46356
вторник		12633,23	16821	19470,23	48924,46
сряда		23491	26021	32717	82229
четвъртък		19370	27634	36418	83422
петък	12000	11452	12564	15462	51478
събота		9685	10563	12563	32811
неделя		14569	16352	18562	49483
Grand Total	12000	102456,23	125420	154827,23	394703,46

Зад. 3

1

2

Microsoft Excel interface showing a PivotTable and the PivotTable Fields task pane.

Excel Ribbon: File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Acrobat, **Analyze** (PivotTable Tools), Design, Tell me what you want to do..., Sign in, Share.

PivotTable Fields Task Pane:

- Choose fields to add to report:
 - дата
 - ден
 - магазин
 - стойност
 - ден2
- Drag fields between areas below:
 - FILTERS:** дата
 - COLUMNS:** магазин
 - ROWS:** ден2, ден
 - VALUES:** Sum of стойн...

PivotTable Data:

Row Labels	Бургас	Варна	Пловдив	София	Grand Total
Работна седмица	12000	78202,23	98505	123702,23	312409,46
Уикенд		24254	26915	31125	82294
Grand Total	12000	102456,23	125420	154827,23	394703,46

6. Представяне на данни в обобщаващи таблици

Зад. 4

The screenshot shows the Microsoft Excel interface with a PivotTable. The PivotTable is named 'PivotTable4' and is located in the range B6:M7. The data source is 'Sum of стойност' (Sum of value). The PivotTable is structured as follows:

Row Labels	Column Labels				
Уикенд		24254	26915	31125	82294
Grand Total					

The 'Show Values As' context menu is open over the cell B6, displaying the following options:

- No Calculation
- % of Grand Total
- % of Column Total
- % of Row Total
- % of...
- % of Parent Row Total
- % of Parent Column Total
- % of Parent Total...
- Difference From...
- % Difference From...
- Running Total In...
- % Running Total In...
- Rank Smallest to Largest...
- Rank Largest to Smallest...
- Index
- More Options...

The PivotTable Fields task pane on the right shows the following configuration:

- Filters: дата
- Columns: магазин
- Rows: ден2, ден
- Values: Sum of стойност