

1. Total sales for Shining Seas in California for all months

1. Open your Excel file and select all the data (or click anywhere in your data range).
2. Go to the Insert tab and select PivotTable.
3. Choose to place the PivotTable in a new worksheet.
4. In the PivotTable Field List, drag Product to the Filters area.
5. Drag State to the Filters area.
6. Drag Sales \$ to the Values area.
7. Drag Month to the Rows area.
8. In the filters, select Shining Seas for Product and California for State.

2. Total sales for Blackbear Berry in all states

1. Insert a new PivotTable in a new worksheet.
2. Drag Product to the Filters area.
3. Drag Sales \$ to the Values area.
4. Drag State to the Rows area.
5. In the Product filter, select Blackbear Berry.

3. Total sales for Raspberries in February

1. Insert a new PivotTable in a new worksheet.
2. Drag Product to the Filters area and select Raspberry Rocket.
3. Drag Sales \$ to the Values area.
4. Drag Month to the Rows area.
5. In the Month filter, select February.

4. Total sales for Shining Seas and Purple Mountains

1. Insert a new PivotTable in a new worksheet.
2. Drag Product to the Filters area and select both Shining Seas and Purple Mountains.
3. Drag Sales \$ to the Values area.

5. Average sales for Purple Mountains in all states

1. Insert a new PivotTable in a new worksheet.
2. Drag Product to the Filters area and select Purple Mountains.
3. Drag Sales \$ to the Values area.
4. Click on the sum of sales in the Values area and change the value field setting to Average.
5. Drag State to the Rows area.

6. Find the number of products sold in each state

1. Insert a new PivotTable in a new worksheet.
2. Drag Product to the Rows area.
3. Drag State to the Columns area.
4. Drag Sales \$ to the Values area.
5. Click on the sum of sales in the Values area and change the value field setting to Count.

7. Max and Average sales for all products in March, April, May

1. Insert a new PivotTable in a new worksheet.
2. Drag Product to the Rows area.
3. Drag Month to the Filters area and select March, April, and May.
4. Drag Sales \$ to the Values area twice.
5. Change the first value field setting to Max.
6. Change the second value field setting to Average.

8. Max and Min for consumed sold products

1. Insert a new PivotTable in a new worksheet.
2. Drag Product to the Rows area.
3. Drag Sales \$ to the Values area twice.
4. Change the first value field setting to Max.
5. Change the second value field setting to Min.

9. Calculate average and total sales for Purple Mountains, Shining Seas, and Raspberries in March and April

1. Insert a new PivotTable in a new worksheet.
2. Drag Product to the Filters area and select Purple Mountains, Shining Seas, and Raspberry Rocket.
3. Drag Month to the Filters area and select March and April.
4. Drag Sales \$ to the Values area twice.
5. Change the first value field setting to Sum.
6. Change the second value field setting to Average.

Finalizing and Formatting

- Make sure to label each worksheet according to the task it represents.
- Format the PivotTables for clarity, such as adding currency formatting to the sales data.
- Save your work frequently to avoid data loss.