**Adding a filter**

1. Open the Excel dataset – Yoga Studio Data\_Dataset.xlsx
2. Add filter on all the columns like this:

A screenshot of a computer

Description automatically generated

1. Apply the filter to display only records of “Morning Session”.
2. Observe the result after the filter.
3. Remove the filter.

**Pivot table:**

1. Create a Pivot table with columns as “Sum of Attendance”, Columns as Days, and Rows as Session.

Your pivot table should look like this:

A grid with a grid and a number

Description automatically generated with medium confidence