*Note: Do Not change any of the default PivotTable headers unless instructed to do so*

1. For this project, create all pivot tables from the Orders data set on the Existing Worksheets Q1 through Q10
2. On Sheet Q1, create a PivotTable from the data on the Orders sheet and answer Question One: What Region had the greatest sum of Profit?
3. Put “Region” in the rows and “Profit” in the values.
4. Sort the “Sum of Profit” Smallest to Largest.
5. Format the PivotTable with values with currency zero decimal places.
6. Change the report layout to Tabular form
7. On Sheet Q2, create a PivotTable from the data on the Orders sheet and answer Question Two: What Category had the greatest sum of Sales?
8. Put “Category” in the rows and “Sales” in the values.
9. Sort the “Sum of Sales” Largest to Smallest.
10. Format the PivotTable with values with currency zero decimal places.
11. Change the report layout to Tabular form
12. On Sheet Q3, create a PivotTable from the data on the Orders sheet and answer Question Three:
13. What combination of Region and Category had the greatest sum of Profit?
14. Put “Region” in the rows, “Category” in the columns, and “Profit” in the values.
15. Format the PivotTable with values with currency zero decimal places.
16. Change the report layout to Tabular form
17. Create a 3-D Column Chart from the PivotTable on sheet Q3
18. On Sheet Q4, create a PivotTable from the data on the Orders sheet and answer Question Four: What combination of State and Segment had no transactions (blank spots in the pivotable)?
19. Put “State” in the rows, “Segment” in the columns, and “Quantity” in the values.
20. Select the PivotTable Option so empty cells show Zeros.
21. Change the report layout to Tabular form
22. Select all the data in the PivotTable on sheet Q4 (B3:E51) and apply conditional formatting to the PivotTable to highlight all values equal to zero
23. On Sheet Q5, create a PivotTable from the data on the Orders sheet and answer Question Five: Which City had the highest number (Count of) of transactions?
24. Put “City” in the rows and “City” in the values.
25. Sort the “Count of City” Largest to Smallest.
26. Change the report layout to Tabular form
27. On Sheet Q6, create a PivotTable from the data on the Orders sheet and answer Question Six: Which 10 Cities had the highest number (Count of) of transactions?
28. Put “City” in the rows and “City” in the values.
29. Sort the “Count of City” Largest to Smallest.
30. Use a Value Filter for the “Count of City” field to show only the Top Ten cities by Count.
31. Change the report layout to Tabular form
32. Create a 2-D Column Chart from the PivotTable on sheet Q6
33. Remove the Chart Title
34. Remove the Chart Legend
35. On Sheet Q7, create a PivotTable from the data on the Orders sheet and answer Question Seven: For each Sub-Category, what is the Sum, Average, and Count of Sales?
36. Put “Sub-Category” in the rows.
37. Add the “Sales” field to the values three times (creating “Sum of Sales 1, Sum of Sales 2 and Sum of Sales 3”).
38. Change the calculation of the second and third column to Average of Sales, and Count of Sales
39. Format the Sum of Sales and Average of Sales with values with currency zero decimal places.
40. Change the report layout to Tabular form
41. Change the names of the fields (Custom Names) to “Sales Total”, “Average of Total Sales” and “Count of Transactions”, respectively.
42. Widen the Columns so you can read all the new field names