

7/1/2026

ASSIGNMENT-10

(Table, Pivot Table, Pivot Chart, Slicer, Timeline)

Ques.1 How do you convert a range of data into an Excel Table?

Ans.1) Select the entire data range.

- Press **Ctrl + T**

OR go to **Insert → Table**.

- Check "My table has headers" if headers are present.
- Click **OK**.

Result:

The Data becomes an Excel Table with filters, formatting and dynamic range.

Ques.2 What are the benefits of using an Excel Table over a regular range of data?

Ans.2) Automatic filters on headers.

- Dynamic range (auto-expands with new data)
- Structured References (easy formulas)
- Built-in styles and formatting
- Better compatibility with PivotTables and Charts.

Tables make data organised, dynamic, and easy to analyse.

Ques.3 How do you create a Pivot Table in Excel?

Ans.3) Select the dataset

- Go to **Insert → PivotTable**
- Choose data source and location
- Click **OK**.

Result: A blank Pivot Table and Pivot Fields pane appear.

Ques 4 Explain the process of adding fields to a Pivot Table?

Ans 4) In the Pivot Fields pane, fields are placed into four areas:

- Rows → Category (eg: Product)
- Columns → Comparison (eg: Region)
- Values → Calculations (Sum, Count, Average)
- Filters → Overall Filtering.

EXAMPLE:

Product → Rows

Sales → Values

Region → Columns

Ques 5 How would you use a Slicer to filter data in a Pivot Table?

Ans 5) Click inside the Pivot Table

- Go to Insert → Slicer
- Select fields (eg: Region, Category)
- Click OK.
- Click Slicer buttons to filter data.

BENEFIT:

→ Slicers provide visual, user-friendly filtering.

Ques 6 What is Timeline in Excel, and how is it used with PivotTable?

Ans 6) A Timeline is a visual filter used only for date fields.

- It allows filtering by Year, Quarter, Month, or Day.

STEPS:

- Select PivotTable
- Go to Insert → Timeline
- Select the Date Field
- Use the slider to filter time periods.
- # Very useful for time-based analysis.

Ques.7 How do you create a Pivot Chart from a Pivot Table?

Ans.7) Click anywhere inside the Pivot Table.

- Go to Pivot Table Analyze → Pivot Chart

OR Insert → Pivot Chart

- Choose Chart Type (Column, Bar, Pie, etc)

- Click OK.

Result: The chart updates automatically when Pivot Table filters change.

Ques.8 What are the different options available when designing a Pivot Table layout?

Ans.8) Under Design Tab, layout options include:

• Report Layout:

- Compact Form

- Outline Form

- Tabular Form

• Subtotals:

- Show at top/bottom.

• Grand Totals:

- On or Off

• Styles:

- Built-in Pivot Table Styles.

Helps improve readability and presentation.

Ques.9 How would you refresh a Pivot Table to update data?

Ans.9) Right Click on Pivot Table → Refresh

Go to Pivot Table Analyse → Refresh

ShortCut: Alt + F5

Use Case:

When Source Data changes or new records are added.

Ques.10 How do you group data by date in a Pivot Table?

Ans.10 Steps:

- Place Date fields in Rows.
- Right Click any date → Group
- Select grouping options:
 - Years
 - Quarters
 - Months
 - Days.
- Click OK.

EXAMPLE: Group Sales data by Month and Year for trend analysis.