

highlight the data , pick any field , press ctrl key and A

click insert tab.SELECT THE table, just the table,.pop up appears and just click ok.You'll notice each column has a drop down

go to customer column, click drop down . You can see items displayed under the customer , data is summarized on the table, press cancel after wards.

go to products column,

do the same for sales person column,

after looking at all columns , you have just summarized the data

create a dashboard to make a summary , in a simple ways , get answers by clicking, a dashboard is collection of charts for vizualization

to remove dropdowns , highlight data . go to design tab, look at the top left , click on convert to range , pop up appears , click yes.

create a sheet called dashboard ,

LOOK AT THE QUESTIONS 1-6.

Go to the big data , add a pivot table , selct pivot table , see a pop up appears , click ok.A NEW Sheet has been created.

1st question , rename the sheet as sales per product

ON THE RIGHT, THERE IS PIVOT TABLE FILED, You can see the variables in data.you can see the down fileds too,

start with field called filters, sales usd is a continous variable , product is categorical. drag products to column, and sales in usd to values.to answer the question,you can see the table displayed

you can see the total at the end. you have all the answers ,

try to pick the products in column and drag to rows,it will change in terms of shape, values remain the same , it is a better arrangement for presentation.

try to do count of sales , go to value area, click on drop down on sum of sales, select value field settings.you can calculate count of sales ,avarage, min, max etc. select count , click ok. notice values have changed.COUNT SHOWS HOW MANY times sales were made. go back to sum , originally.

a pivot table has been generated.

go to insert tab , go to slicer, which connects charts to original data, acts as inter connector. click on one of the chARTS, go to insert tab, select slicer, select all you want, select customer , product, region , qtr, once you select them click ok. slicers will pop up on screen, arrange the below. in order.

report the connections, make the dashbord fully automated, connect these charts with all charts, go to customer slicer, right click on customer, select report connection, then check all the pivot tables. click ok,

go to the next slicer until the last one, now look at how automated dashboard works. dashboard can answer plenty of questions for simplifications, like how many ice cubes in africa were made , go to slicer of product , click on ice cube once. then for region select africa. notice the change in chARTS , it will show the person selling to africa , sales per year, you can click on the chart to check or uncheck. i.e year.

to remove afterwards, just click on clear filter to original format.

how many softdrinks were sold by michael jackson , go to product and sales person ,michael jackson, ..

for 2 products , you can therefore, select multiselect , next to clear filter , to select more than one item, select ice cube , then go to multiselect,

create a pivot chat , for better vizualization.click on any item , i.e tonic. click insert tab, at the center , see recomendated charts, or pivot charts.select any, various charts display , start experimenting, click column chart , a normal chart is shown. select 3 d chart.click ok.chart is displayed.rENAME FROM TOTAL TO sales per product. CLICK OUTSIDE,

CLICK ON PLUS SIGN , SEE the elements , check data labes.you can see each displayed on the table , below plus sign , you can see a brush tool , see the style and colour,.select what you want. it looks good.

move to dashboard sheet, right click on chart, see an option for move chart, on objects in , select dashboard. click ok. now resise nand drag the chart, save the work done.

2nd question to answer, sales per sales person, go to big data, highlight data by ctrl + A. then go to insert, select pivot table, pop up appears , click ok.

SALESPerson is categorical, sales is continuous, sales person dragged to rows, sales used to values, table is shown .

now create a pivot chart. click on any item, then afterwards select insert tab, pick recommended charts, select line, 2nd option, pick lines with markers, RENAME CHART FROM TOTAL TO SALES PER SALESPERSON. Then go to plus sign, uncheck grid lines, check data labels. on the brush tool , select style and colour. now move the chart to dashboard, by right click on blank space on chart , move to dashboard. click ok.

on the 3rd question, highlight the data , go to insert tab, insert pivot table , click ok, rename sheet into sales per year. YEAR IS CATEGORICAL , Year is dragged to rows, sales is continuous, to be dragged to values. table is displayed. create a pivot chart, click on any item in the pivot table, go to insert tab, go to recommended charts, select pie chart, go to 3d chart. click ok. RENAME CHART TO SALES PER YEAR, on plus sign, CHECK DATA LABELS. then pick a style and colour. select a nice colour.

also on pie chart, right click on values. on format data labels option, click on the 3d pie chart, see some blue things , right click on format data labels , uncheck all values, check percentages only.

ON 4TH QUESTION , GO TO SALES PER REGION, HIGHLIGHT data , do A SIMILAR THING. REGION IS ROWS, SALES USED TO VALUES. Table is shown. create a pivot chart, click on any item on table , go to insert, then recommended charts, then pie chart, then select the last option , the donut chart, click ok. CHECK DATA LABELS ON PLUS SIGN , SELECT STYLE AND COLOUR. Donut chart shows percentages. right click on the chart, go to format data labels, uncheck values , pick the percentages and region name. 25 % was europe etc. right click to move chart to dashboard.