

## Activity 5: Create a pivot table based on existing data

In this activity, you will demonstrate how much easier it is to analyze large amounts of data by applying a simple pivot table. You will use the data you have been working with in “OTR regional sales.”

Thomas Omar would like to know the sales forecast by product type by region.

Let's start by naming the current version of your spreadsheet.

1. From the **File** menu, select **Version history** and select **Name current version**.
2. Name this version 'For pivot table example.'

Try summarizing data using formulas and other Sheets features.

3. Select the entire table, A1:F289.
4. From the **Data** menu, select **Sort range** and check **Data has header row**
5. You first want to sort by Region in alphabetical order, so keep that default setting.
6. Select **Add another sort column**.
7. For **then by**, click the down arrow to see all the choices, select **Product** and **A→Z**, and then select **Sort**.
8. Select the entire Column E. From the **Insert** menu select **Column left**.
9. Look at the table. See how the three products are now sorted by region? Now sum the Sales forecast for each product in each region.
10. In Cell E13, sum the Cinnamon bun's **Sales forecast** using this formula, =sum(D2:D13).
11. Repeat this for each group of products in each region, 23 more times.

Restore the previous version of the file.

12. From the **File** menu, select **Version history** and then **See version history**.
13. Select the Sheet's version you saved, For pivot table example, and **Restore this version**.
14. Select **Restore**.

Now create a pivot table to summarize the data.

15. From the **Data** menu, select **Pivot table**.
16. In the **Create pivot table** dialog box, choose your data range, A1:F289.
17. To show the pivot table in this sheet, at **Insert to** choose **Existing sheet** and select the cell in which you want the pivot table to appear. Select **Create**.

To determine the Forecasted sales by product in each region

18. For Rows, **Add Region**. Choose Ascending **Order**, **Sort by Region**, check the **Show totals** box.

19. For Columns, **Add** Product. Choose Ascending **Order**, **Sort by** Product, check the **Show totals** box.
20. For Values, **Add** Sales forecast. **Summarize by** SUM and **Show as** Default.
21. Close the Pivot table editor. What took you 32 steps sorting data and using formulas took you 6 steps using a pivot table.

Can you think of ways you could improve your productivity using pivot tables to analyze information?