Step by Step Instructions

1. Copy all data entries from given file into a new file and convert it into a table to do cleaning

1. Used Filters to Remove empty rows and entries where data and Decision made by Analyst was missing/empty.

2. Now as per your instructions I created 3 Pivot tables in new sheet (sheet 2). Each Pivot table explanation is given in next steps.

3. First Pivot Table:

Pivot Table for Monthly Analysis

Month	Decision Made By Analyst	Count of Decision Made By Analyst
☐ Jan	Approved (eservices)	150
	Rejected (eservices)	2
	Resubmitted (eservices)	235
	To be approved (Sent to Checker)	8
	To be rejected (Sent to Checker)	1
☐ Feb	Approved (eservices)	137
	On hold	26
	Rejected (eservices)	1
	Resubmitted (eservices)	159
☐ Aug	Approved (eservices)	27
	On hold	13
	Rejected (eservices)	1
	Resubmitted (eservices)	27
	To be approved (Sent to Checker)	66
	To be resubmitted (Sent to Checker)	50
☐ Sep	Approved (eservices)	183
	On hold	32
	Rejected (eservices)	5
	Resubmitted (eservices)	288
	To be approved (Sent to Checker)	104
	To be rejected (Sent to Checker)	4
☐ Oct	Approved (eservices)	278
	On hold	46
	Rejected (eservices)	11
	Resubmitted (eservices)	506

It contains month wise data and pivot table Fields setting for this is as follows:

4. Similarly I created 2 more pivot tables which you can browse in file sheet named "Analysis_Pivot"

5. So form these 3 pivot tables we have Pivot Table 1 to get month wise total decisions made by analyst. Pivot table 2 Named as P.t for Overall Total will give us total all time count of decisions made by analyst on all applications.

6. Third Pivot table is tricky and it is being used in Dashboard chart display. I simply first set pivot table settings as follows :

7. Now click on this pivot table and create a bar chart and copy it into a new sheet and play with chart formatting to make it visually appealing.

8. Also from Pivot table analyze options Click Insert Slicer :
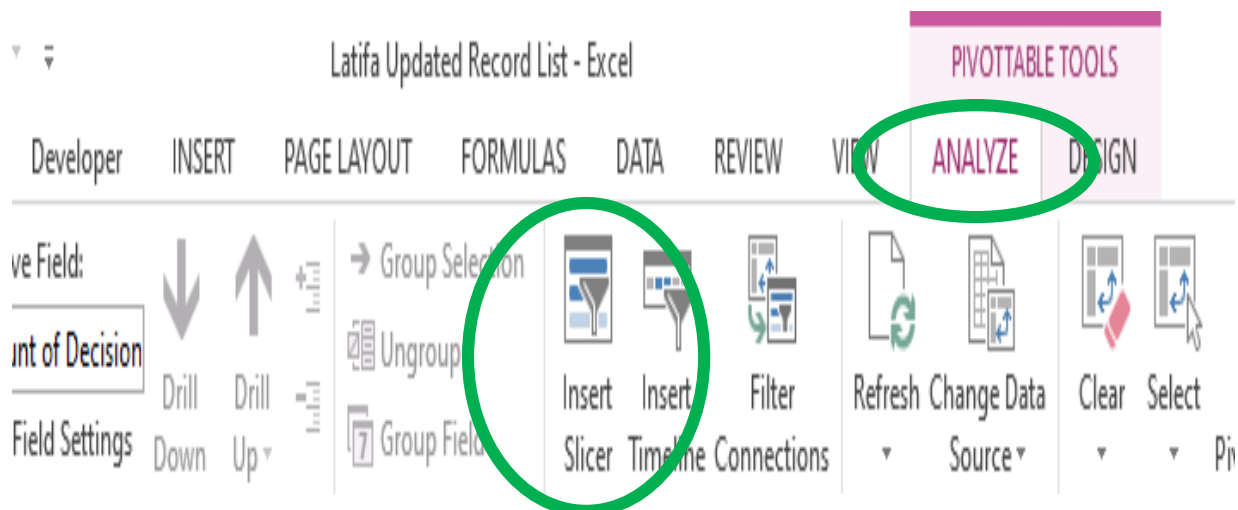
Select Month Total Application Column In Slicer Options:
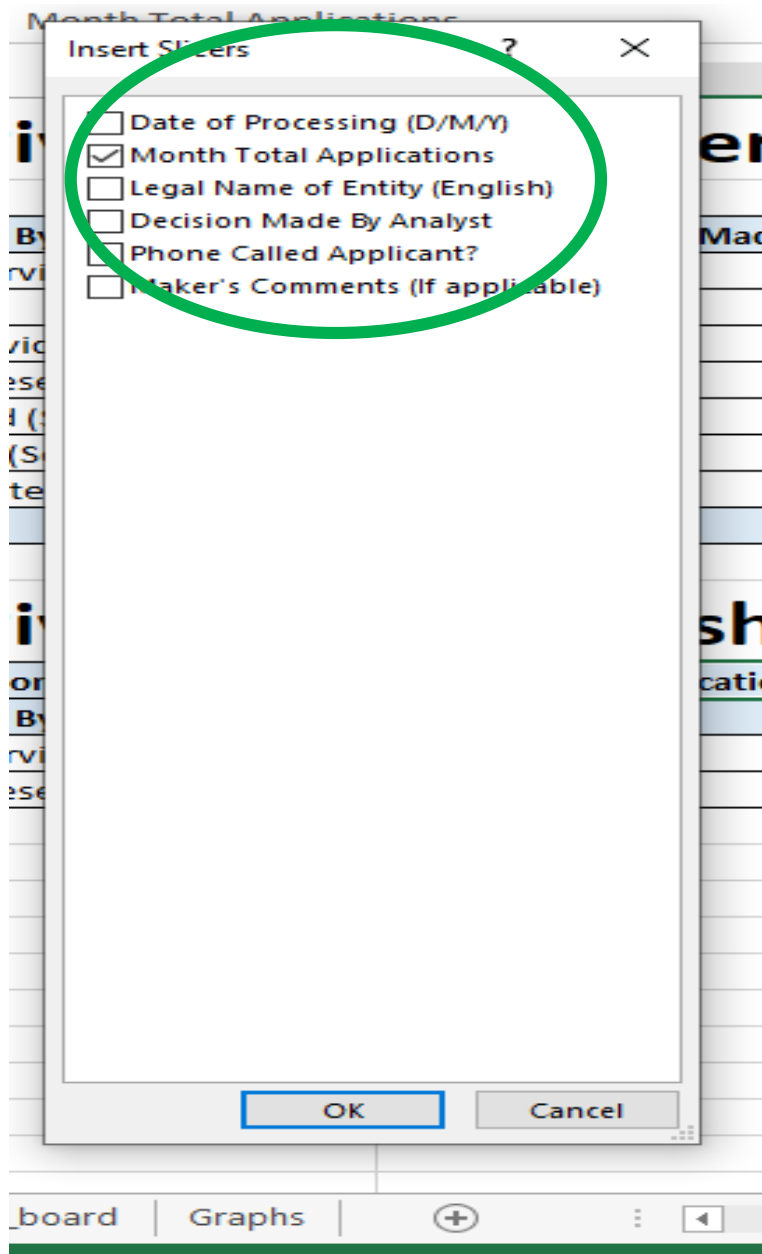
Later you can play with slicer setting to make it visually appealing.

9. Now we have a bar chart and a slicer, simply cut and paste this

slicer into the sheet we created with the name Dash board where our bar chart was pasted before.

10. Now simply add text boxes and give them outline and shadow effects, shape effects to make it visually appealing like this:
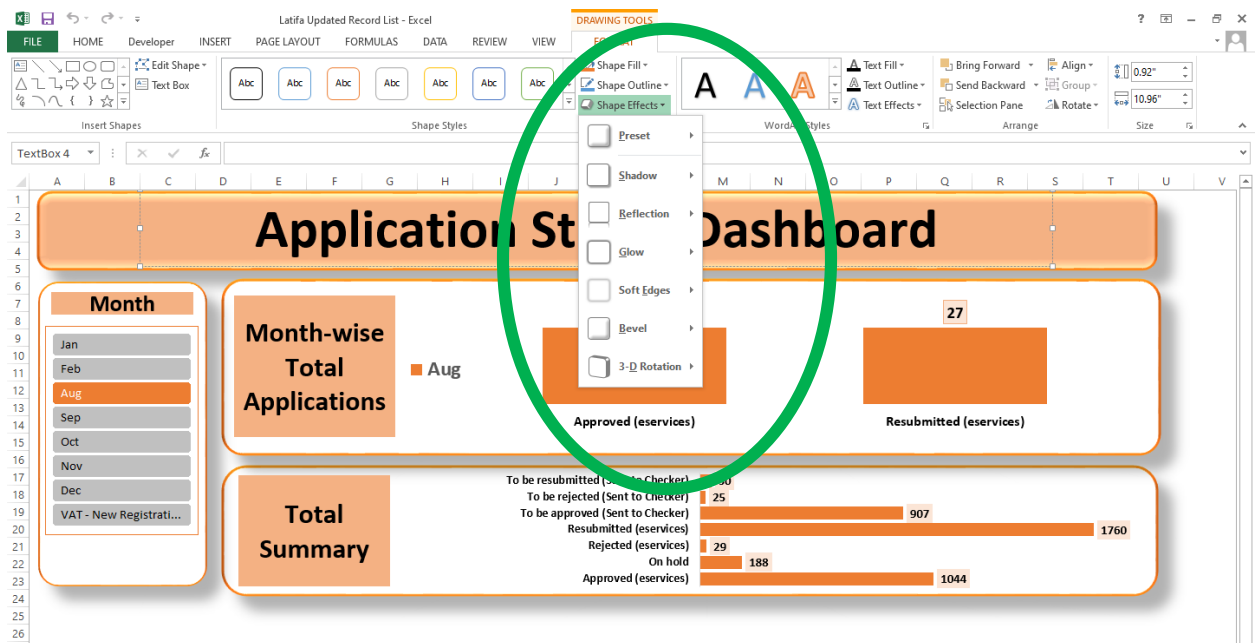
11. I simply used this formatting and added all these text boxes which you can see. One around slicer and one around heading "Application

Status Dashboard" and two around my 2 bar charts.

12. Rest is simple formatting to give a good look to the dashboards.

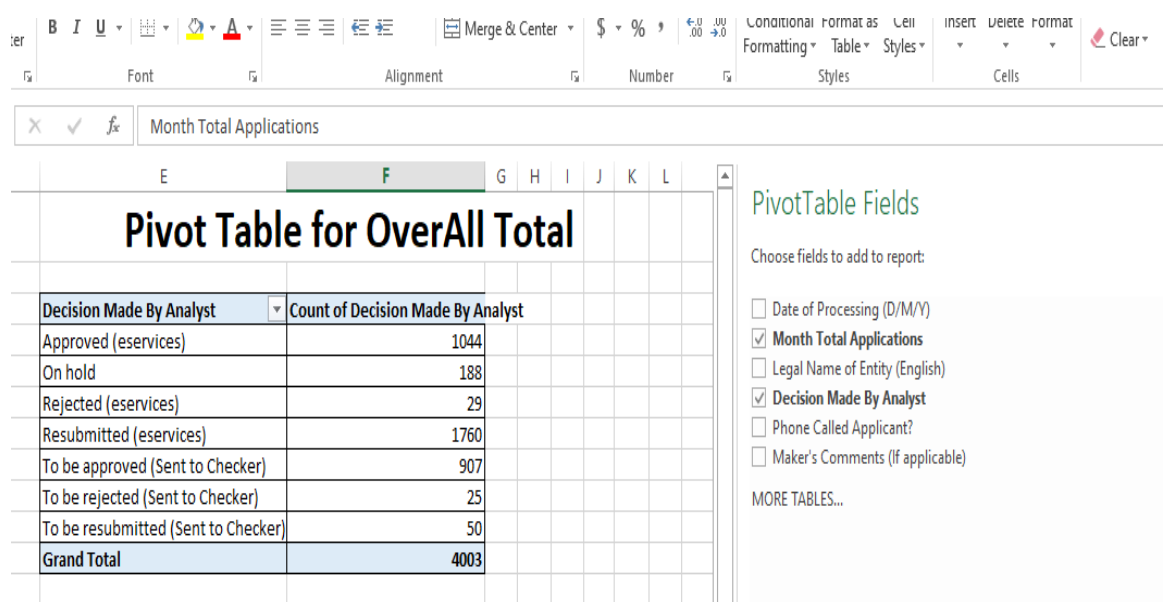13. You can see 2 charts here, I have explained in detail about the first chart "Month-wise Total Applications". Now for total Summary I simply selected the pivot table 2 from "Analysis Pivot" sheet:

Simply add a bar chart and add simple formatting to make it look good.

14. So from this you will get this:
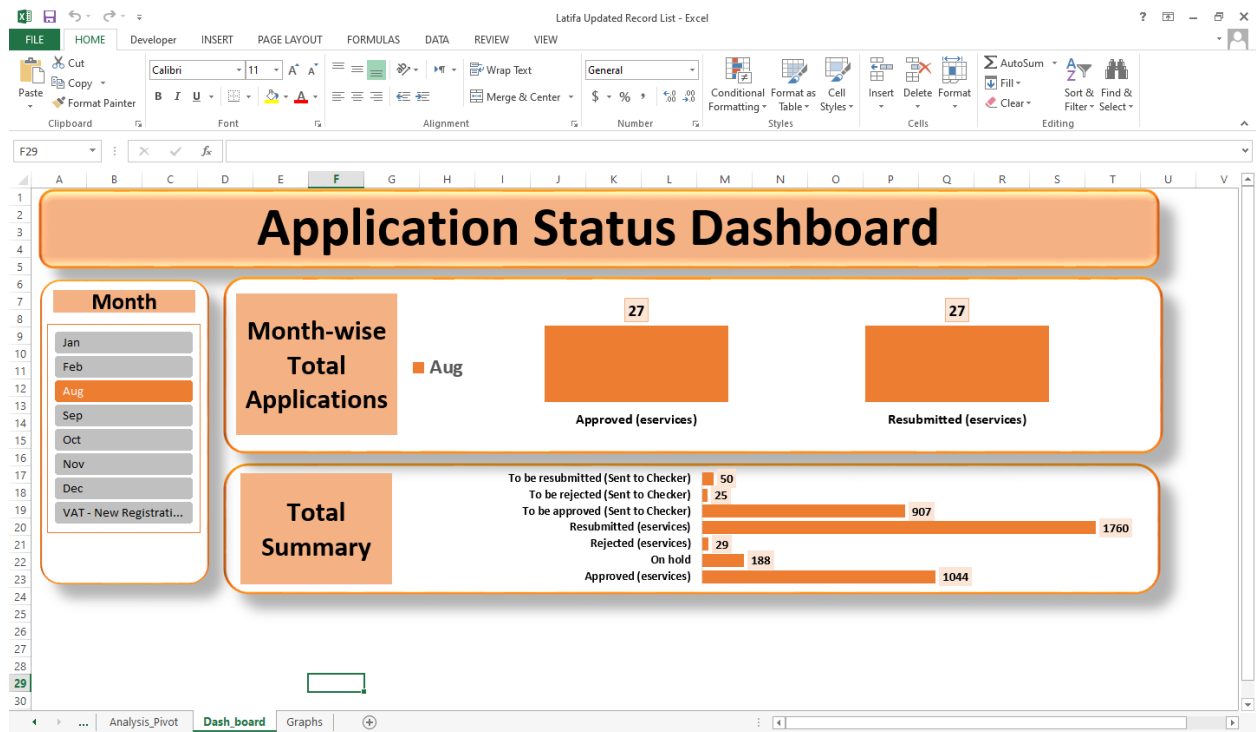
15. "Graphs" sheet is tricky, for each graph I copied the pivot table 3 and pasted it into a newly created sheet

16. I pasted that pivot table 7 times as I needed 7 graphs. You can see pivot
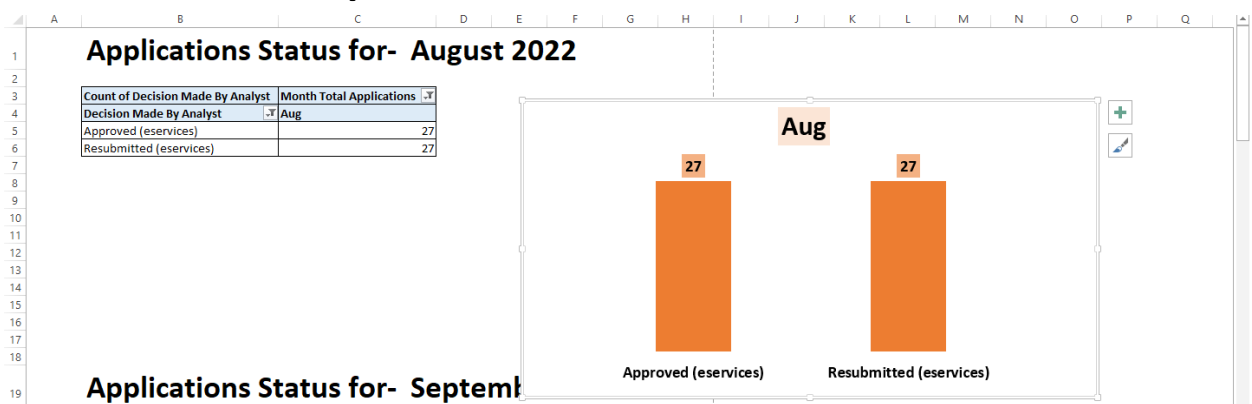
tables under the charts area. They are in rows under the cahrts which can be seen if you drage the chart to another place.

17. Simply select filter and draw a bar chart and do some editing. Remember this task is repetitive and you will have to do this for all 7 tasks.