

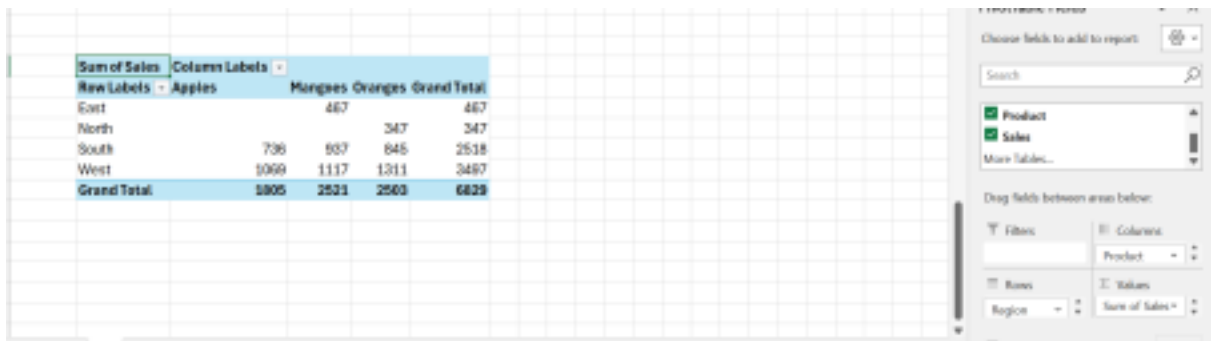
Assignment Title: Logical Functions & Lookup

(Answer Sheet)

Question 1 - What is the purpose of the pivot table in excel?

The pivot table is used to summarize, analyse, explore, and present large amounts of data quickly and efficiently.

Question 2 - Create a Pivot table to show total sales by region



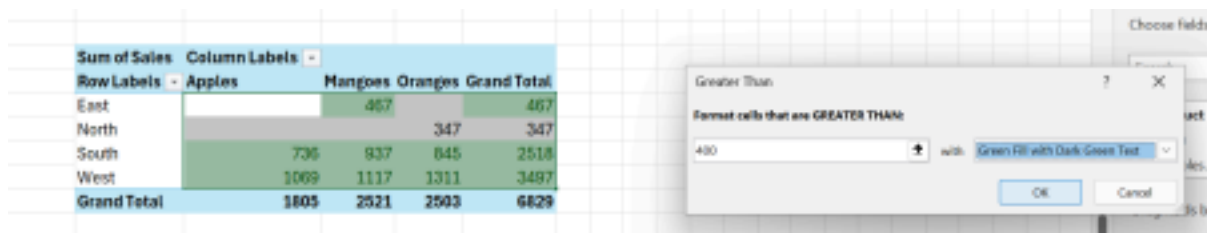
The screenshot shows an Excel PivotTable and the PivotTable Fields task pane. The PivotTable has 'Sum of Sales' as the value field, 'Region' as the row label, and 'Product' as the column label. The data is summarized by region and product.

Sum of Sales	Column Labels			
Row Labels	Apples	Mangoes	Oranges	Grand Total
East		467		467
North			347	347
South	736	837	845	2518
West	1069	1117	1311	3497
Grand Total	1805	2521	2503	6829

The PivotTable Fields task pane on the right shows the following configuration:

- Choose fields to add to report: Product, Sales
- Drag fields between areas below:
 - Filters: (empty)
 - Columns: Product
 - Rows: Region
 - Values: Sum of Sales

Question 3. Apply conditional formatting to highlight sales greater than 400



The screenshot shows the same Excel PivotTable as before, but with conditional formatting applied. The cells containing values greater than 400 are highlighted in green. The 'Greater Than' dialog box is open, showing the value 400 and the format 'Green Fill with Dark Green Text'.

Sum of Sales	Column Labels			
Row Labels	Apples	Mangoes	Oranges	Grand Total
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North			347	347
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Grand Total	1805	2521	2503	6829

The 'Greater Than' dialog box shows the following configuration:

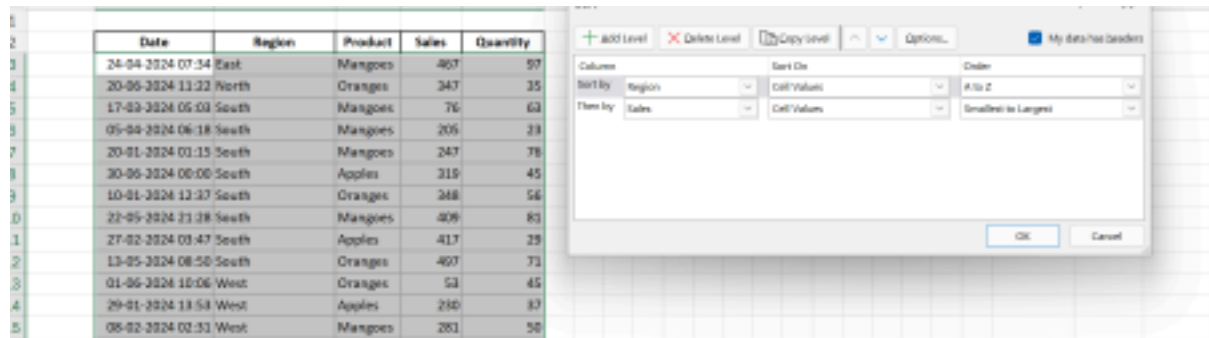
- Format cells that are GREATER THAN:
- 400
- with Green Fill with Dark Green Text

Medium Level:

Question 4. Explain the difference between sorting and filtering with an example from this data set.

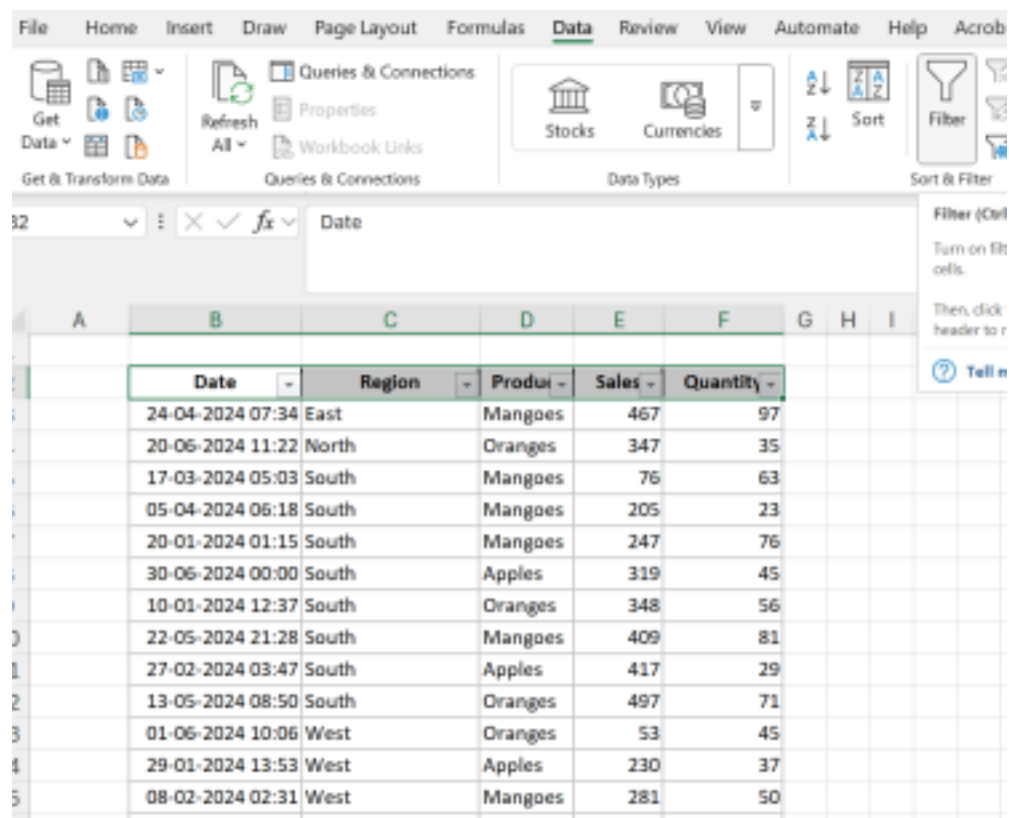
Sorting means arranging the data either in ascending order (which means alphabetically starting from A→Z, numerically smallest to largest) or descending order (which means alphabetically Z→A, numerically largest to smallest).

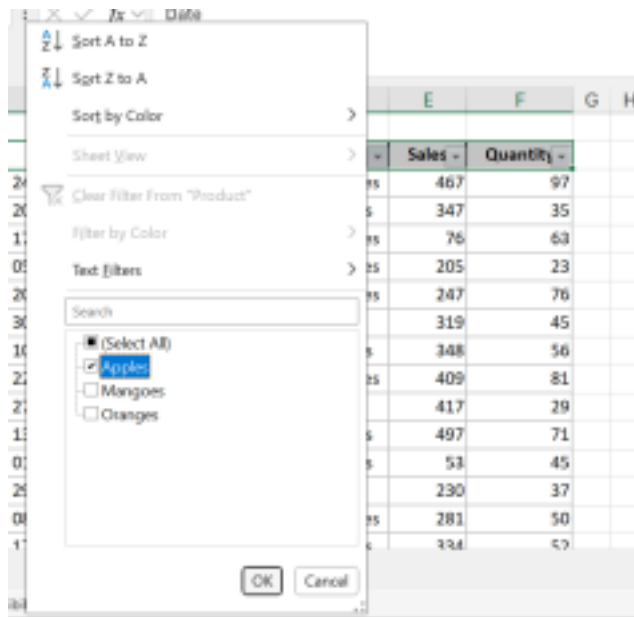
With reference to the mentioned data set, we have done the sorting for the Region alphabetically in ascending order and sales numerically from smallest to largest number.



Filtering means displaying only those rows that meet certain given criteria and hiding the rest temporarily.

With reference to the mentioned data set, we have done the filtering for the Product “Apples”.



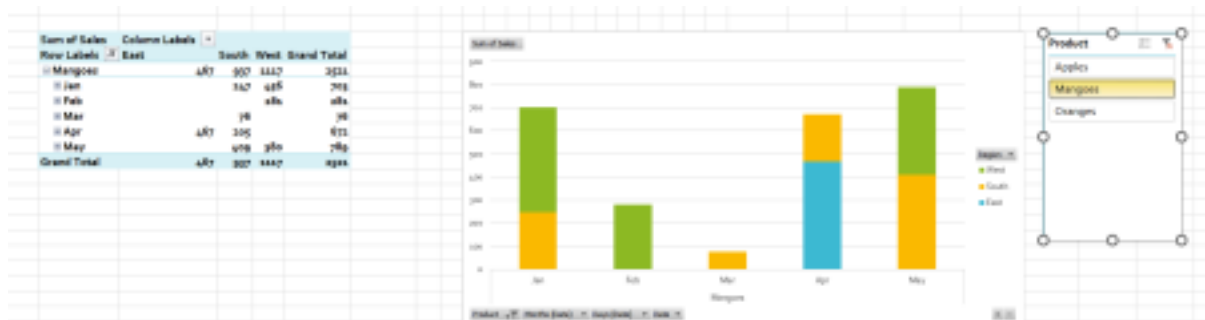
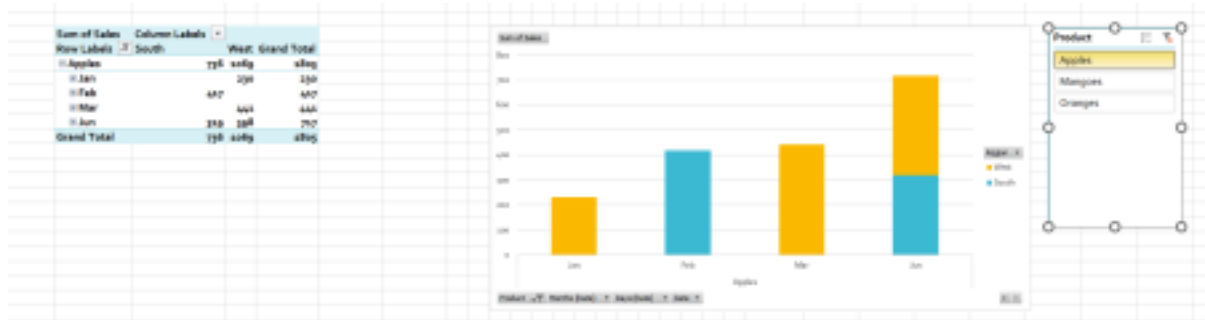
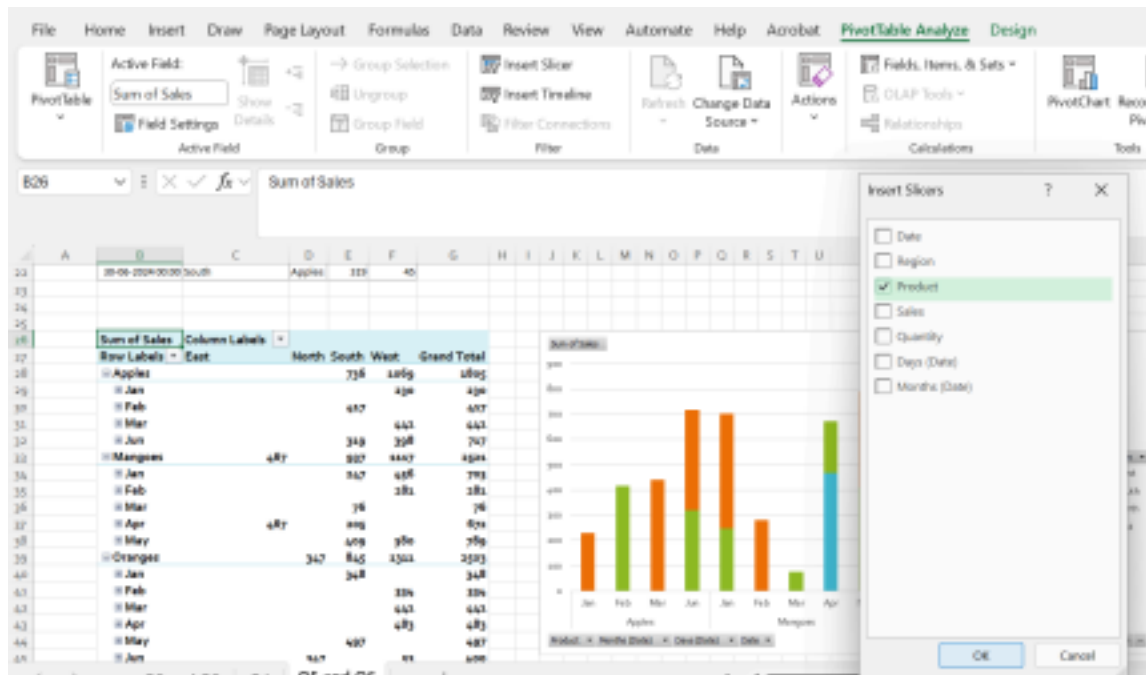


Date	Region	Product	Sales	Quantity
30-06-2024 00:00	South	Apples	319	45
27-02-2024 03:47	South	Apples	417	29
29-01-2024 13:53	West	Apples	230	37
10-06-2024 22:44	West	Apples	398	33
07-03-2024 16:25	West	Apples	441	44

Question 5. Create a Pivot Chart showing Monthly Sales Trend.



Question 6. Use a Slicer to filter data by Product and observe changes in Sales.



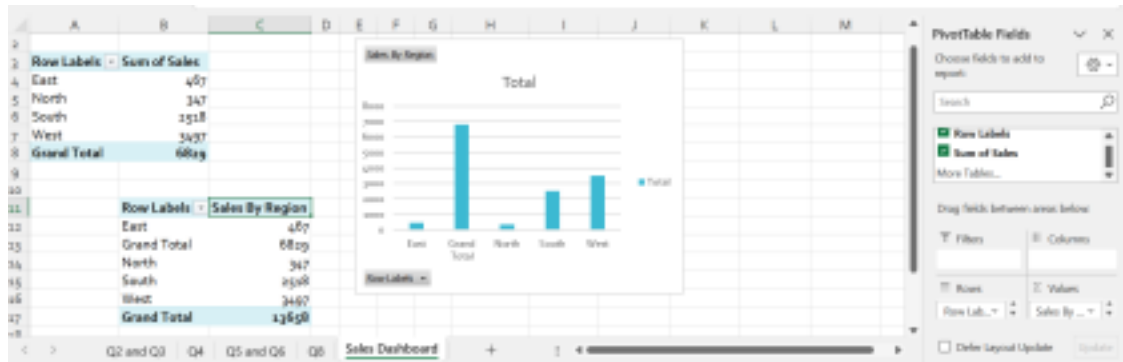


Question 7. Why are Dashboards important for decision making in business analysis?

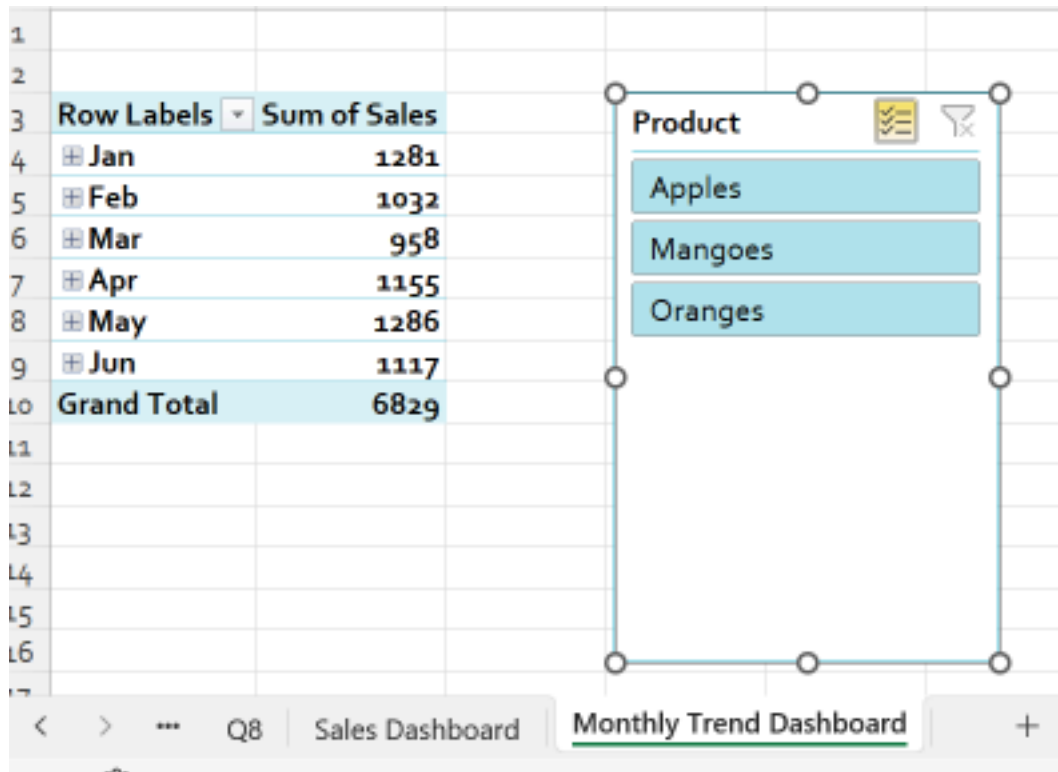
Dashboards are important in decision making because they turn raw data into meaningful insights which further helps to spot the trends and act accordingly in any of the business.

Dashboard is actually a visual display of key metrics and data points.

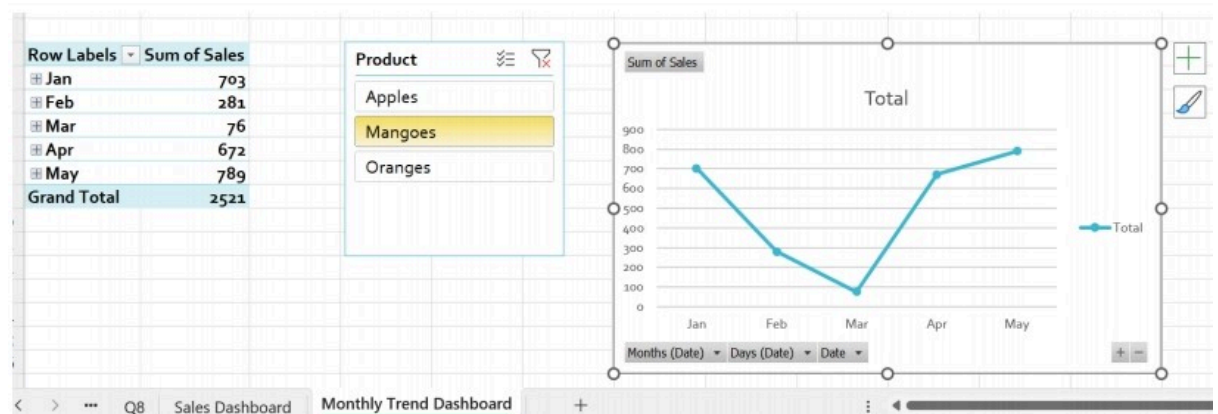
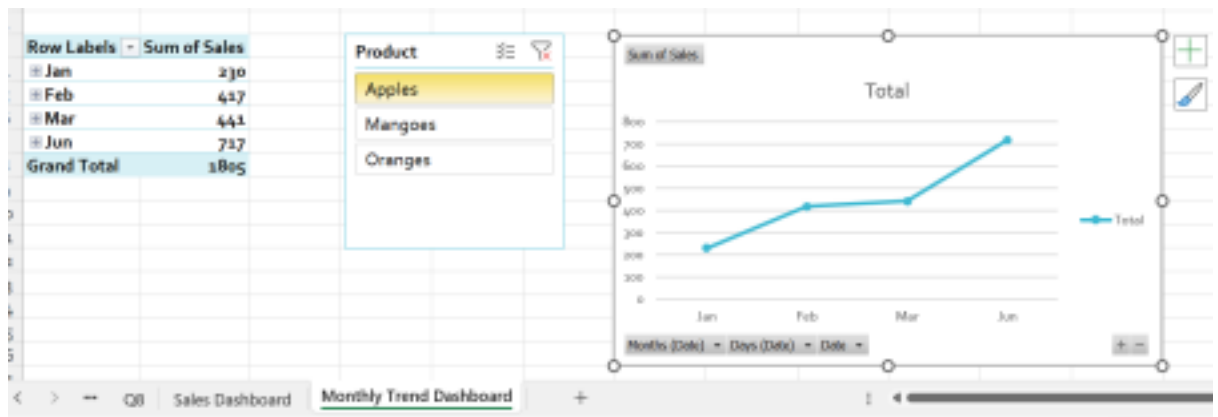
Question 8. Create a Dashboard that includes: Sales By Region (Pivot Table + Chart)

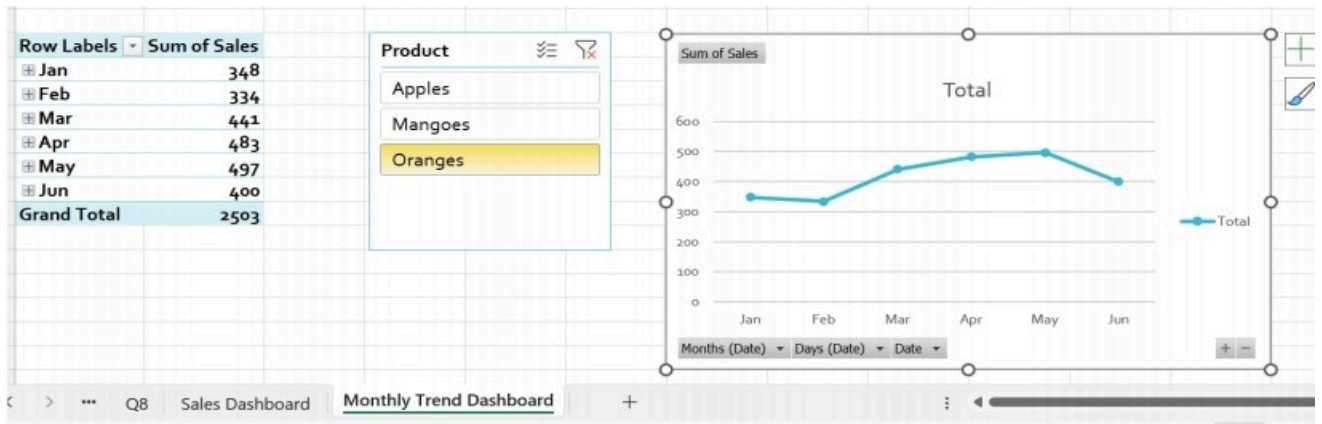


Product Filter (Slicer)



Monthly Trend (Line Chart)





Question 9. Group dates in the Pivot Table into Months and calculate the average sales per month.



Question 10. Combine Apples and Oranges into one group called Fruits and compare its Sales with other products.

