

1. QUANTITY SOLD IN 2021 BY REGION

- a. Control down arrow you get to the bottom to see how many rows
- b. Under the insert tab and over here you'll find the pivot table option
- c. Put it in a new worksheet; press ok
- d. Region in the 'Sum of Values' box
- e. Put it for Sum of Values the region in Rows
- f. Only looking for 2021. So, select the YEARS and just drag that down under Columns

2. AVERAGE SALE PRICE BY REGION AND YEAR

- a. control down arrow you get to the bottom to see how many rows
- b. under the insert tab and over here you'll find the pivot table option
- c. put it in a new worksheet; press ok
- d. Put Product into "Rows"
- e. Price Per Unit. we want to find the AVERAGE PRICE so we'll go ahead and select that put it into the "Sum of Values" box
 - i. notice that now it's the SUM OF PRICE PER UNIT which is not quite right so
 - ii. we'll click over here under the drop down and you want to go under VALUE FIELD setting and here we want to change that to the AVERAGE
- f. only looking for 2021. So, select the years and just drag that down under Columns
- g. reformat this as it's not looking too good
 - i. SHIFT DOWN ARROW, CTRL SHIFT RIGHT ARROW
 - ii. press CTRL 1 go under under the NUMBER TAB
 1. don't really want decimals
 2. use the separator

3. Profitability By Region For Three Years

- a. Revenues ion Sum of Values

- b. Expenses in Sum of Values
 - c. Region in Rows
 - d. Sum of Values in Columns
 - e. but we don't actually have the PROFITABILITY
 - f. That's not actually a line on the pivot on the data set that we've got to create it
 - i. Go under the pivot table analyze tab (on Ribbon)
 - 1. go to fields
 - 2. calculate a field (on Ribbon)
 - a. create a new field that's going to be up in here call it profit
 - i. the formula is just going to be the
 - ii. revenues that we've got here insert the field minus sign and add the expenses and insert that field
 - iii. press ok
4. Manager These Findings And He Says To Put It In Some Sort Of A Chart
- a. create a pivot table again so go under the insert pivot table
 - b. quantity sold that's going to be the summation
 - c. different the sales methods that's going to be under the rows
 - i. put a subcategory in there which is going to be the product
 - d. put the uh the years under the column
 - e. add another column- control plus ctrl shift plus

HE SAYS TO PUT IT IN SOME SORT OF A CHART

- a. go under the PIVOT TABLE ANALYZE
 - i. there is a Pivot Chart Button on Ribbon
- b. we got all of these boxes which really don't look that good and we don't really need them
 - ii. we'll go under Pivot Table Analyze

- iii. under Fields Button
 - 1. that's going to remove them
- c. notice that on the legends we've got the sum of revenues some of the expenses we don't really need the sum of so we can just have revenues expenses etc
- iv. the values (bottom right box) once we press the drop down we want to go under Value Field Settings
- v. here we just want to type revenues instead of the sum of delete that and press enter
 - 1. you'll notice it says this name already exists and so what want to do instead is just put a space right in front of the revenues
 - 2. press ok
- vi. do that same thing with the expenses
 - 1. value field settings
 - 2. put expenses put a space in front
 - 3. press ok
- vii. lastly for the profit we'll do the exact same thing

Wants To Find Out Quantity Breakdown Depending On The Sales Method By Product And Depending On The Year

- 1. Create a pivot table again so
 - viii. go under the insert pivot table
 - ix. okay
- 2. quantity sold that's going to be the summation
 - a. all of the different the sales methods that's going to be under the rows
 - x. also want to put a subcategory in there which is going to be the the product in Rows as well
 - xi. (going to have the breakdown like you can see here for the in-store depending on the types of products)
 - b. years under the column
 - c. add another column

- xii. do control space
- xiii. ctrl shift plus
- 3. decimals we don't really need them
 - xiv. select everything ctrl shift down arrow
 - xv. then ctrl shift right arrow and
 - xvi. go to alt h9

So We Want To Share This Information But Need To Create Some Sort Of A Slicer Which Is Going To Be A Drop Down For Others To Be Able To Move Things And Change Things Around A Bit More Easily Than Using The Pivot Table Fields Which They Might Not Be Familiar With

- 1. under the pivot table analyze go under insert slicer
 - a. put one for a region so they can select the different regions
- 2. For year as well
- 3. a third one by sales method
 - a. move them around a bit
 - b. reformat them
- 4. they might not really know what a slicer is and maybe they haven't used one before
 - a. go under the slicer tab from ribbon after choosing a slicer
 - b. change the slicer caption from here to something like "Select Year Below" so that's a bit more explanatory
 - c. etc
- 5. let's not work on the design of this as it's not looking too good to send so firstly let's
 - a. remove the grid lines
 - b. the columns are a bit too tight
 - i. select them by pressing control space and then shift right arrow to select the last four
 - ii. press is the ALT HOW
 - iii. from there for the column width let's put something like 12
 - c. press enter
- 6. Design in Ribbon- you've got the different color ranges

Conclusions

1. Asia pacific actually has the highest sale price so they're probably buying more of the iphones the imacs the more expensive stuff like that while
2. The lowest region here is the latam region and maybe they're only buying say eye watches and airpods other things of that nature
3. APAC region has the highest profit probably got to do with the fact that they also have the average sale price
4. Based on this data over here we can see that third party sales are the ones that are um selling the most and followed by that we've got in store in particular it seems to be the airpods that are the best-selling products
5. We've got three different slicers over here so let's say we only want 2019 you'll see that the table updates dynamically 2021 same thing over here and you'll notice that you can actually select two anymore for that you're going to have to click over here and that's going to allow us to multi-select and then this last thing over here that you've got on the side is to remove the filter if you click on that it's just going to select everything