**Chapter 3.2 Excel Instructions**

Open the **Restaurants.xlsx** File from Chapter 3 folder in the Student Data Files

1. Click Insert Tab on the Ribbon
2. Click PivotTable in the Tables Group
3. When the Create PivotTable dialog box appears
   1. Choose **Select a table or range**
   2. Enter A1:D301 in the Table/Range: box
   3. Select **New Worksheet** as the location for the PivotTable Report
   4. Click Ok

When the PivotTable Fields appear in the new sheet:

1. In the PivotTable Fields Task pane, go to Drag fields between areas below:
   1. Drage the Quality Rating field to the ROWS area
   2. Drag the Meal Price ($) field to the COLUMNS area
   3. Drag the Restaurant field to the VALUES area
2. Click on Sum of Restaurant in the VALUES area
3. Select Value Field Settings from the list of options
4. When the Value Field Setting s dialog box appears
   1. Under Summarize value field by, select Count
   2. Click Ok

To complete the PivotTable, group the columns representing meal prices and place the row labels for quality rating in the proper order. To do this:

1. Right-click in cell B4 or any other cell containing a meal price column label
2. Select Group from the list of options
3. When the Grouping dialog box appears:
   1. Enter 10 in the starting at: box
   2. Enter 49 in the Ending at: box
   3. Enter 10 in the By: box
   4. Click OK
4. Right-click on “Excellent: in cell A5
5. Select Move and click Move “Excellent” to End

Create Frequency Distribution using the PivotTable

1. Select any cell in the Pivot table to invoke the PivotTable Fields task pane.
2. In the PivotTable Field task pane, Click the Count of Restaurant in the VALUES area
3. Select Value Field Settings dialog box, click the tab for Show Values As
4. In the Show Values as area, select % of Grand Total from the drop-down menu Click OK

**Chapter 3.2 Excel Instructions Continued**

We can easily modify the PivotTable to display summary information on wait times instead of meal prices.

1. Select any cell in the Pivot table to invoke the PivotTable Fields task pane.
2. In the PivotTable Fields task pane, click the Count of Restaurant field in the VALUES area
   1. Select Remove Field
3. Drag the Wait Time (min) to the VALUES area
4. Click on Sum of Wait Time (min) in the VALUES area
5. When the Value Field Settings dialog box appears:
   1. Under Summarize value field by, select Average
   2. Click Number Format
   3. In the Category: area, select Number
   4. Enter 1 for Decimal Places
   5. Click OK
   6. When the Value Field Settings dialog box reappears, click OK

Create an Excel Recommended PivotTable. Go back to the data spreadsheet:

1. Select any cell of the data
2. Click Insert Tab on the Ribbon
3. Click Recommended PivotTable in the Tables Group
4. When the Recommended PivotTables dialog box appears:
   1. Select Count of Restaurant, Sum of Wait Time (min), Sum of Meal Price ($) by Quality Rating option
   2. Click Ok

Since the sum of wait times and sum of Meal Price are not super helpful let’s change them to averages.

1. Click any cell in the PivotTable
2. In the PivotTable Fields task pane, click the Sum of Wait Time, and then Sum of Meal Price and using the Value Field Settings, change the Summarize value field by option to Average.