

### Instructions

- Save your file under “ID\_yourName\_Assignment#3”
- **Deadline: Monday 17/5/2021 at 11:59 p.m.**
- The assignment will not be accepted if the instructions are not followed (**No Exceptions**)

### Format and fill your sheet as required:

#### Exercise # 1: The sheet named Expedition

This database represents a sample of 1000 sales transactions for an expedition. For each sale, there is a row recording when it was sold, where it was sold, what was sold, how it was sold, the quantity sold, and the sales revenue. Use the PivotTable Wizard to answer the following questions. Show the Pivot Table Wizard for each question in a separate sheet and name the sheet by the question number (Q1, Q2, ...).

1. Produce the following report (with the same format)

2					
3	Sum of REVENUE	Column Labels			
4	Row Labels	Catalog	Store	Web	Grand Total
5	London	50,310	151,015	13,009	214,334
6	Paris	32,166	104,083	7,054	143,303
7	Tokyo	12,103	42,610	2,003	56,716
8	New York	8,712	28,060	2,351	39,123
9	Los Angeles	5,471	21,769	2,749	29,989
10	Grand Total	108,762	347,537	27,166	483,465
11					

- What was the value of **catalog** sales for **London** in the **first quarter**?
- What was the value of **catalog** sales for **London** in **January**? Show the details of the transactions. Save the details in a new sheet named “Q3-Details”.
- How many **Elephant polo sticks** were sold in **New York** using each method of **web**, **catalog**, and **store**?
- How many **boots snake proof** were sold in **New York** using the **web**?
- Create a new pivot table; in a sheet named “Continent Grouping”. Group London and Paris; name the group "Europe". Group New York and Los Angeles; name the group "North America", and name the final group for Tokyo as "Asia", where the column label is “**HOW**” and the value label is the sum of “**Quantity**”. Which continent receives the highest quantity? (**Hint**: Show Subtotals)
- Draw a pivot chart showing the sum of quantities sold for each of the methods used; “**How**”, grouped by the City; “**Where**”.

## Exercise # 2: The sheet named Data Validation

We need to make two-level dependent lists, named Level 1 and Level 2 respectively. First we choose Level 1 (either A, B or C) and based on that choice, we will have the second level options. For example, if you choose C in Level 1, then the options in Level 2 should be C1, C2, ..., C7. Your answer should behave like the pictures shown.

	A	B	C	D
1	ID	Level 1	Level 2	
2		1 A_level	1	
3		2 A_level	5	
4		3 B_level	2	
		C_level		

	A	B	C	
1	ID	Level 1	Level 2	
2		1 A_level	A1	
3		2 B_level	B5	
4		3 C_level	C2	
5		4 B_level	C1	
6		5 C_level	C2	
7		6 B_level	C3	
8		7 A_level	C4	
9		8 B_level	C5	
10		9 B_level	C6	
11		10 B_level	C7	
12		11 A_level	B3	
			B7	
			A5	

**Exercise # 3:** The sheet named Conditional Formatting

You are given the annual summary of the work of some sales representatives, and you are asked to format the data as follows:

- Anyone achieving more than 100% of their target is shown in green
- Anyone achieving less than 100% of their target is shown in red
- Anyone achieving exactly 100% of their target is shown in yellow

**Exercise # 4:** The sheet named Sorting and Filters

Provided with data for some sales transactions:

- Perform a two-level sorting:
  - First level is based on the region (A -> Z)
  - The second level is based on order date (Oldest to Newest)
- Get the data of the Pen and Pencil Items only.