

## Pivot Table & Charts Assignment

### Question 3 Apply Conditional Formatting to highlight sales greater than 400

Answer Select D Column and then click on Conditional Formatting, and then select greater than 400 after that

Date	Region	Product	Sales	Quantity
#####	West	Mangoes	456	93
#####	South	Oranges	348	56
#####	South	Mangoes	247	76
#####	West	Apples	230	37
#####	West	Mangoes	281	50
#####	West	Oranges	334	52
#####	South	Apples	417	29
#####	West	Apples	441	44
#####	South	Mangoes	76	63
#####	West	Oranges	441	79
#####	South	Mangoes	205	23
#####	West	Oranges	483	97
#####	East	Mangoes	467	97
#####	West	Mangoes	380	92
#####	South	Oranges	497	71
#####	South	Mangoes	409	81
#####	West	Oranges	53	45
#####	West	Apples	398	33
#####	North	Oranges	347	35
#####	South	Apples	319	45

### Question 1 What is the purpose of a PivotTable in Excel?

Answer A PivotTable is used to **summarize, analyze, and explore** large datasets quickly.

### Question-2 Create a PivotTable to show Total Sales by Region.

Answer Select your data range and then click Go to Insert - PivotTable Region in row - and sales in value --High

Row Labels	Sum of Sales
East	467
North	347
South	2518
West	3497
<b>Grand Total</b>	<b>6829</b>

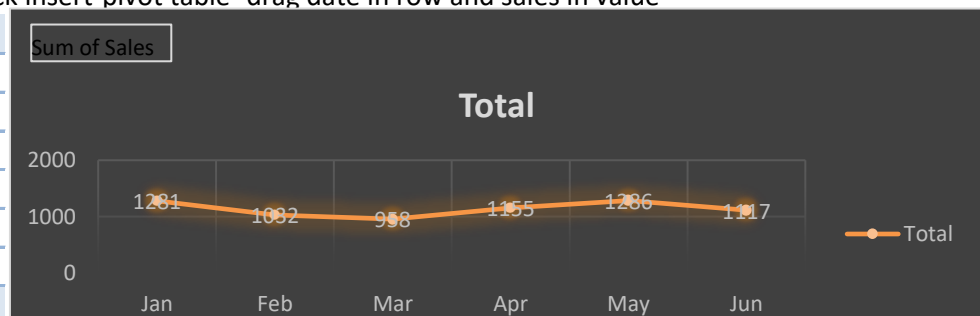
### Question -4 Explain difference between Sorting and Filtering (with dataset example)

Answer Sorting is highest to lowest or lowest to highest it will reorder and filter is Shows only the that mat

### Question -5 Create a PivotChart showing Monthly Sales Trend

Answer Select data click insert-pivot table -drag date in row and sales in value

Row Labels	Sum of Sales
Jan	1281
Feb	1032
Mar	958
Apr	1155
May	1286
Jun	1117
<b>Grand Total</b>	<b>6829</b>



Months (Date) Days (Date) Date

**Question -6 Use a Slicer to filter data by Product and observe changes in sales**

**Answer** Go to PivotTable Analyze and then Insert Slicer select product

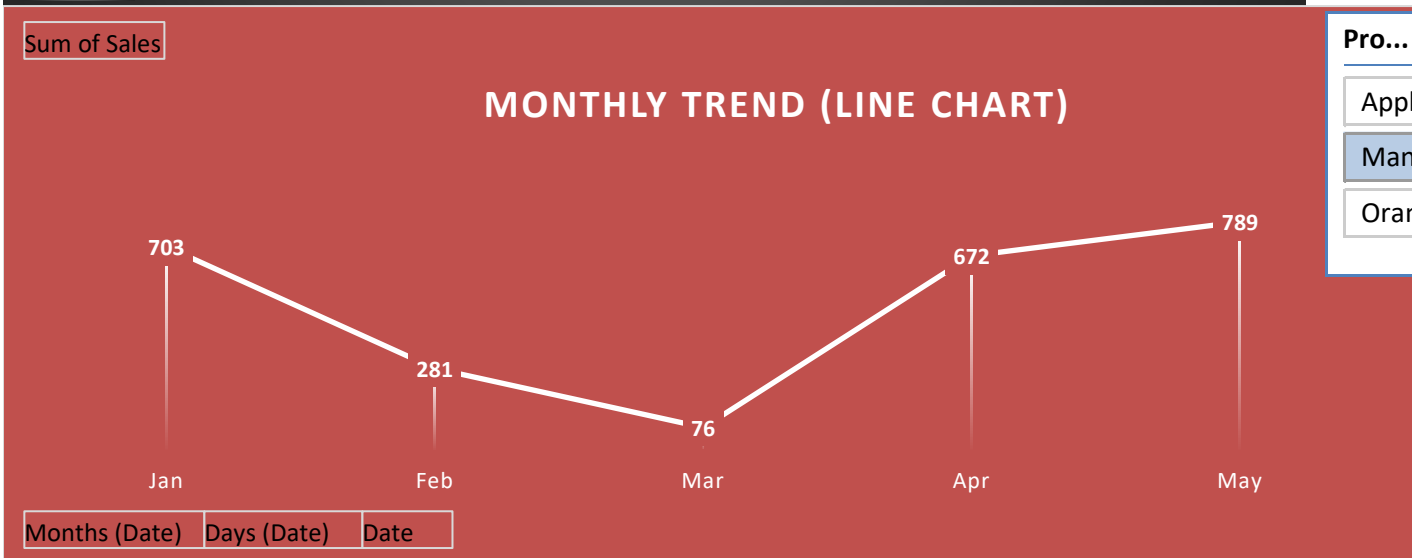
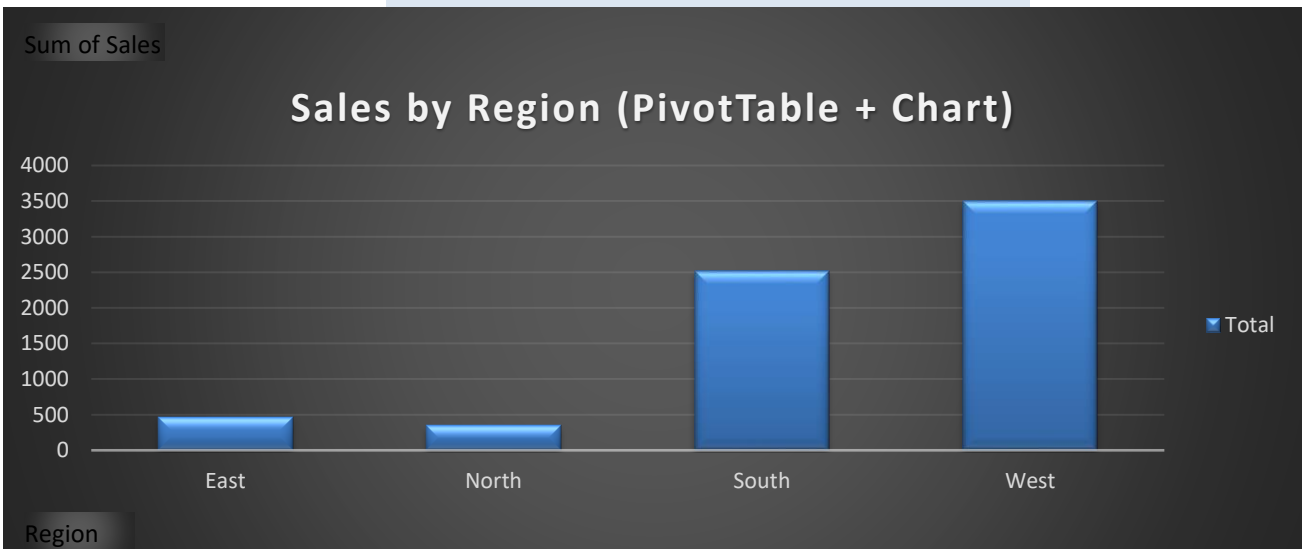
**Question -7 Why are Dashboards important for decision-making in business analysis?**

**Answer** Dashboard is important in business to understand trend and it helps to understand to take decisions through dashboards with huge data easily can analyse any business

**Question-8 Create a Dashboard that includes:-Sales by Region (PivotTable + Chart)-Product Filter (Slicer)-Monthl**

**Answer**

Row Labels	Sum of Sales	Row Labels	Sum of Sales
East	467	Jan	703
North	347	Feb	281
South	2518	Mar	76
West	3497	Apr	672
Grand Total	6829	May	789
		Grand Total	2521



**question-9 Group dates in the PivotTable into Months and calculate average sales per month**

**answer**

Row Labels	Sum of Sales
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Jan	1281
Feb	1032
Mar	958
Apr	1155
May	1286
Jun	1117
Grand Total	6829
Average Sales	1951.142857

ach a given condition. For example in easy way to explain or understand Sorting changes the order and Filtering changes

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