

Pivot Table & Charts Assignment

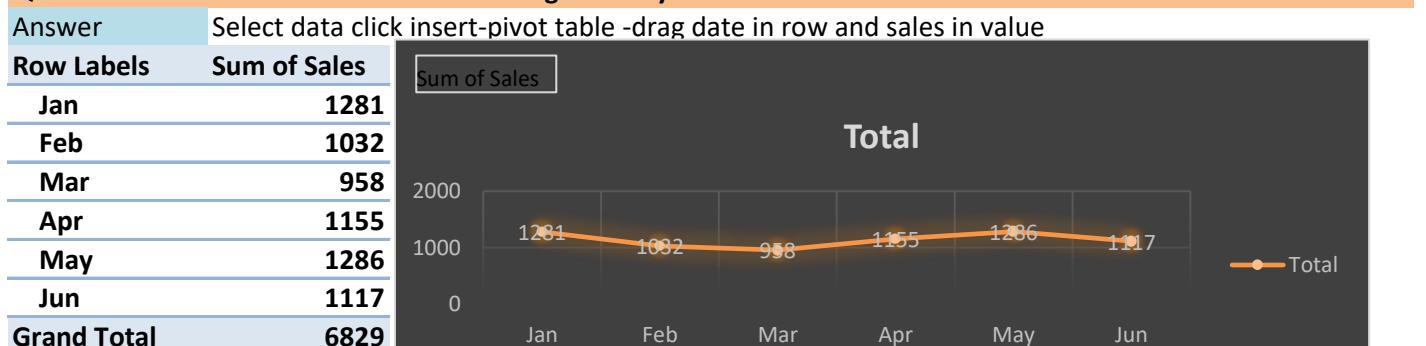
Question 3 Apply Conditional Formatting to highlight sales greater than 400				
Answer	Select D Column and then click on Conditional Formatting, and the select greater then put 400 after the value.			
Date	Region	Product	Sales	Quantity
#####	West	Mangoes	456	93
#####	South	Oranges	348	56
#####	South	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

Question1 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
Grand Total	6829

Question -4 Explain difference between Sorting and Filtering (with dataset example)	
Answer	Shorting is highest to lowest or lowest to highest it will reorder and filter is Shows only the that matter

Question -5 Create a PivotChart showing Monthly Sales Trend	
Answer	Select data click insert-pivot table -drag date in row and sales in value



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 and take decisions through dash board with huge data easily can analyse any business

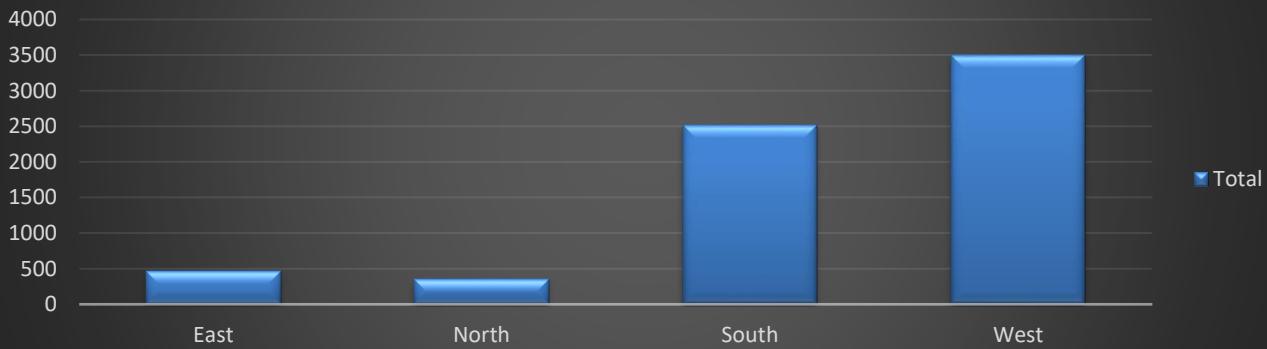
Question-8 Create a Dashboard that includes:-Sales by Region (PivotTable + Chart)-Product Filter (Slicer)-Monthly

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

Sum of Sales

Sales by Region (PivotTable + Chart)



Region

Sum of Sales

MONTHLY TREND (LINE CHART)



Pro...

App...

Man...

Orar...

Months (Date)	Days (Date)	Date
---------------	-------------	------

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

answer Row Labels Sum of Sales

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

Sorting

Filtering

Grouping

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

100% of the time

90% of the time

80% of the time



70% of the time

; the visibility