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Subject: BIDA

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Semester: VI

Practical – 1 (A)

Aim: Import the data warehouse data in Microsoft Excel and create the Pivot table and Pivot Chart.

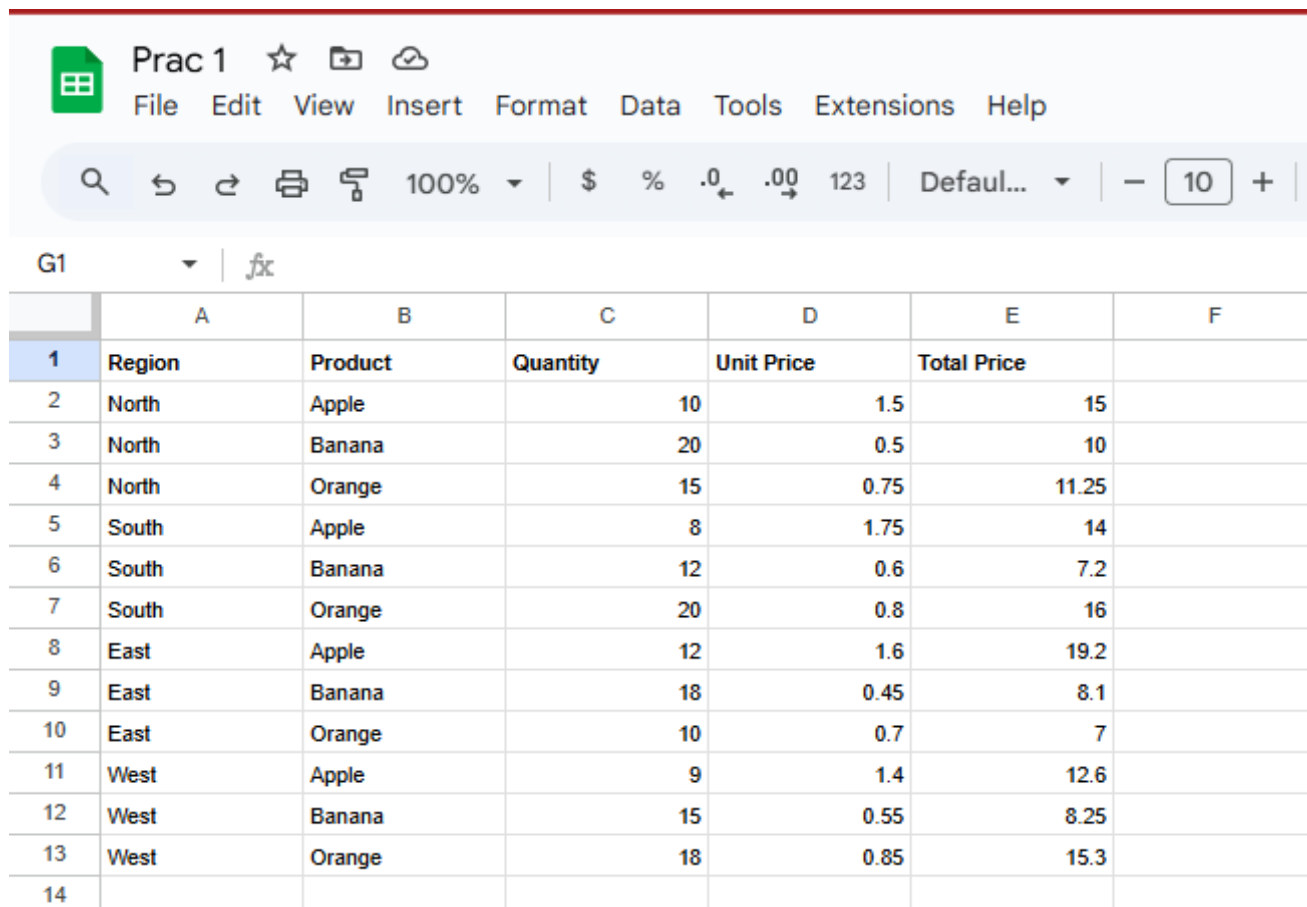
Steps 1 :- Login and Prepare Your Data

Step 1: Login into Google Sheets: Online spreadsheets and Template.

Step 2: Sign In.

Step 3: Select Blank spreadsheet.

Step 4: Entry data in Excel Sheet.



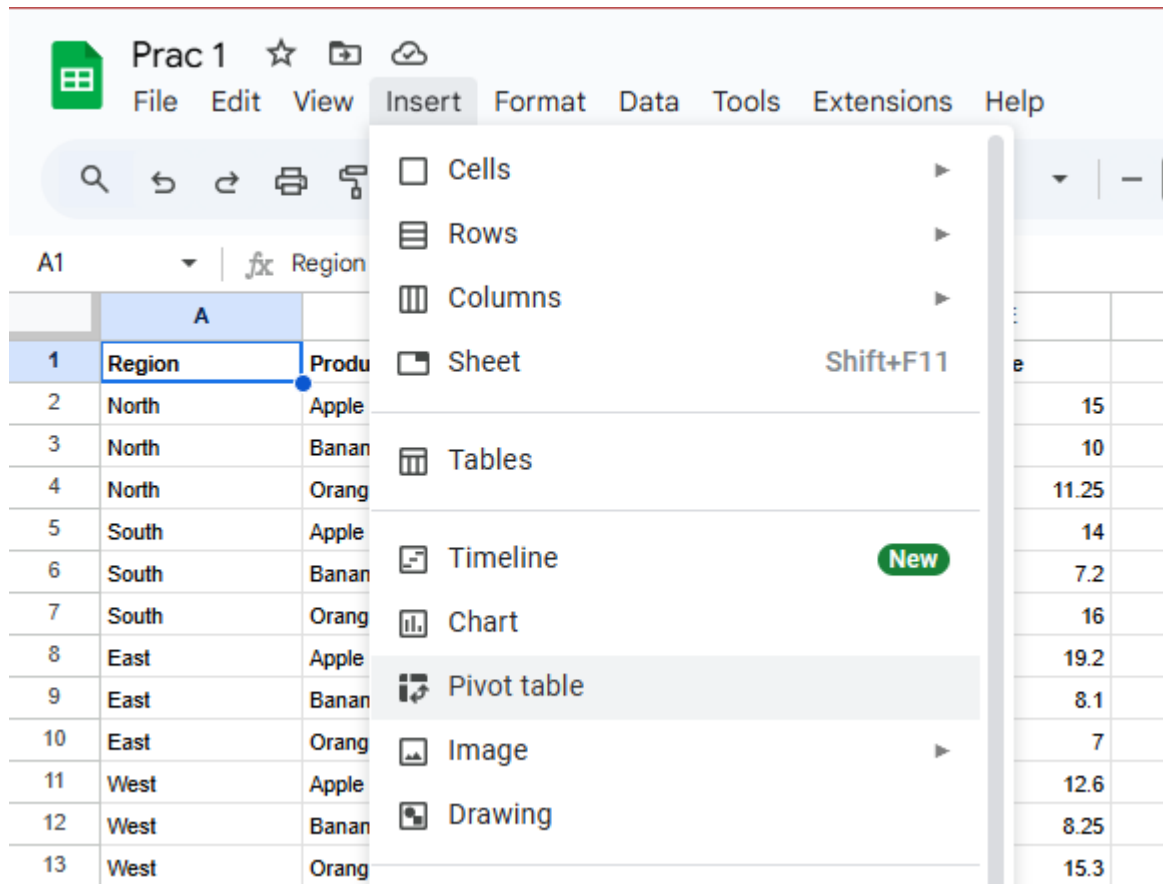
	A	B	C	D	E	F
1	Region	Product	Quantity	Unit Price	Total Price	
2	North	Apple	10	1.5	15	
3	North	Banana	20	0.5	10	
4	North	Orange	15	0.75	11.25	
5	South	Apple	8	1.75	14	
6	South	Banana	12	0.6	7.2	
7	South	Orange	20	0.8	16	
8	East	Apple	12	1.6	19.2	
9	East	Banana	18	0.45	8.1	
10	East	Orange	10	0.7	7	
11	West	Apple	9	1.4	12.6	
12	West	Banana	15	0.55	8.25	
13	West	Orange	18	0.85	15.3	
14						

Steps 2 :- How to Create Pivot Table

Step 1: After uploading all Data ,

Step 2: Go to the **Insert** tab in the Excel ribbon (located at the top of the window).

- Click on the **PivotTable**.



Step 3 : Choose Pivot Table Location.

Step 1: Choose where to place the Pivot Table:

- **New Worksheet:** Places the pivot table in a new sheet (recommended for clarity).
- **Existing Worksheet:** Places the pivot table in a location on the current worksheet. You'll need to specify the location in the field provided.
- Click **Create** after making your choice.

Create pivot table

×

Data range

Sheet1!A1:E13

Insert to

☐ New sheet

☒ Existing sheet

A15

Cancel

Create

Step 4: Set Up the Pivot Table Fields.

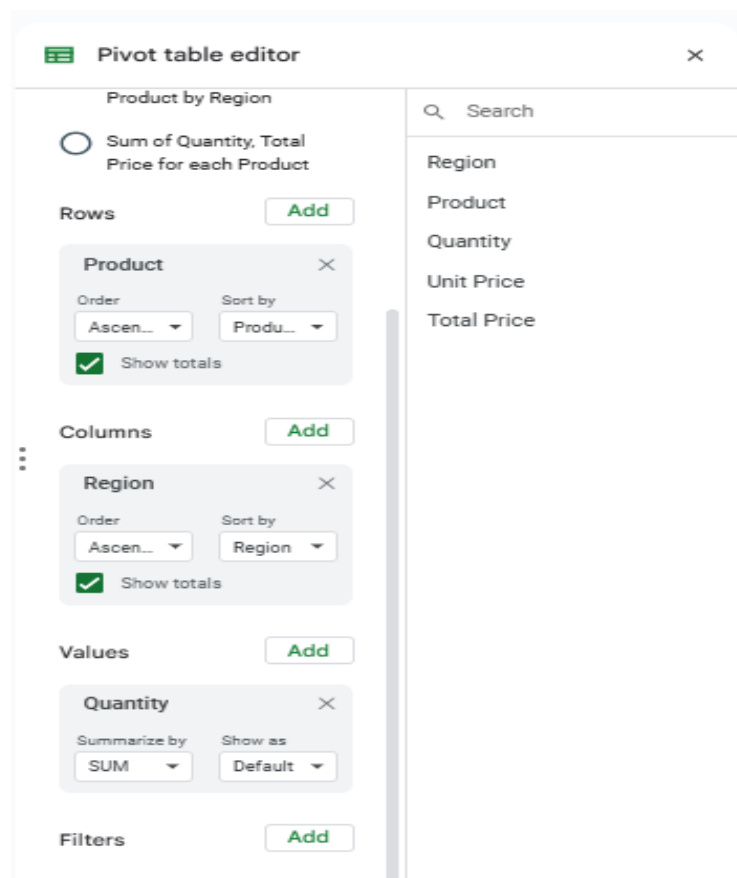
Once you click **Create**, Excel will create a blank pivot table and display the **PivotTable Field List** on the right side of your screen.

The **PivotTable Field List** will show all the column names from your data, and you can drag them into one of the four areas:

1. **Rows:** Drag fields here that you want to show as row labels in your pivot table (e.g., Product, Region, Date).
2. **Columns:** Drag fields here to create column labels (e.g., Month, Region).
3. **Values:** Drag numerical fields (e.g., Sales, Revenue) here to calculate aggregates like **Sum**, **Count**, **Average**, etc.
4. **Filters:** Drag fields here if you want to filter the pivot table by specific criteria (e.g., Year, Salesperson).

Example Setup:

- **Rows:** Product
- **Columns:** Region
- **Values:** Sum of Quantity



15	<i>SUM of Quantity</i>	<i>Region</i>				
16	<i>Product</i>	East	North	South	West	Grand Total
17	Apple	12	10	8	9	39
18	Banana	18	20	12	15	65
19	Orange	10	15	20	18	63
20	Grand Total	40	45	40	42	167
21						

**Step-by-Step Guide to Create a Pivot Chart in Excel.

Step 1: Select Your Pivot Table

- First, **click anywhere inside the Pivot Table** that you've already created. Excel will automatically recognize the Pivot Table as the data source for the chart.

Step 2: Insert a Pivot Chart

- Go to the **Insert** tab on the Ribbon at the top of Excel.
- In the **Charts** group, look for the **PivotChart** button.
- Click on **PivotChart**.
- After you click on Pivot Chart, Excel will automatically create a chart that is linked to your **Pivot Table**. Now you can customize it further according to your requirement.

East, North, South and West

