

DAY 3 – Excel Notes: Pivot Tables, Pivot Charts, Sorting & Filtering

1. SORTING

Sorting arranges data in a specific order.

Steps:

1. Select your dataset.
2. Go to Home → Sort & Filter.
3. Choose A→Z, Z→A, Smallest→Largest, or Largest→Smallest.

Practice:

- Sort Sales from highest to lowest.
- Sort Products alphabetically.

2. FILTERING

Filtering shows only the data you need.

Steps:

1. Select header row.
2. Press Ctrl + Shift + L.
3. Use dropdown to filter by Region, Product, or Sales.

Practice:

- Filter rows where Product = Mobile.
- Filter Sales > 15000.

3. PIVOT TABLES

Pivot Tables summarize large datasets quickly.

Steps:

1. Select data.

2. Insert → PivotTable.

3. Choose New Worksheet.

4. Drag fields:

- Region → Rows
- Product → Columns
- Sales → Values (Sum)

Practice:

- Create a Pivot Table for Total Sales by Region.
- Create a Pivot Table for Sales by Region & Product.

4. PIVOT CHARTS

Used to visualize Pivot Table insights.

Steps:

1. Click inside Pivot Table.
2. PivotTable Analyze → PivotChart.
3. Choose chart type (Column/Bar/Line).

Practice:

- Create chart for Sales by Region.
- Create chart for Sales by Product.

TASKS FOR DAY 3

1. Sort the dataset by Sales (Highest → Lowest).
2. Filter only Mobile products.
3. Create Pivot Table for:
 - Sales by Region
 - Sales by Region & Product

4. Create Pivot Charts based on Pivot Tables.

This completes Day 3 Concepts for Data Analytics using Excel.