Trainer Demo Instructions -

Contents

[1. Sort and Filter 1](#_Toc171921979)

[2. Pivot Tables 1](#_Toc171921980)

[3. VLOOKUP 2](#_Toc171921981)

[4. IF, SUMIFS, COUNTIFS 3](#_Toc171921982)

[5. Descriptive Statistics Add-on 3](#_Toc171921983)

# 1. Sort and Filter

**Sort the Day1PM\_trainerdemodata by PurchaseAmount in Excel in descending order:**

1. Select the range of cells that includes the dataset (e.g., A1

).

1. Go to the Data tab on the Excel ribbon.
2. In the Sort & Filter group, click on Sort.
3. In the Sort dialog box, choose PurchaseAmount from the Sort by dropdown.
4. Choose Largest to Smallest from the Order dropdown.
5. Click OK.

**Filter the data to show only customers from the North region:**

1. Select the range of cells that includes the dataset (e.g., A1

).

1. Go to the Data tab on the Excel ribbon.
2. In the Sort & Filter group, click on Filter.
3. Click the dropdown arrow in the Region column header.
4. Uncheck Select All and then check North.
5. Click OK.

# 2. Pivot Tables

**Create a pivot table to summarize the average PurchaseAmount by Region:**

1. Select the range of cells that includes the dataset (e.g., A1

).

1. Go to the Insert tab on the Excel ribbon.
2. In the Tables group, click on PivotTable.
3. In the Create PivotTable dialog box, select where you want the PivotTable report to be placed (e.g., New Worksheet).
4. Click OK.
5. In the PivotTable Field List, drag Region to the Rows area.
6. Drag PurchaseAmount to the Values area.
7. Click the dropdown arrow next to Sum of PurchaseAmount in the Values area, and select Value Field Settings.
8. In the Value Field Settings dialog box, select Average.
9. Click OK.

**Create a pivot table to count the number of purchases by ProductID and Rating:**

1. Select the range of cells that includes the dataset (e.g., A1

).

1. Go to the Insert tab on the Excel ribbon.
2. In the Tables group, click on PivotTable.
3. In the Create PivotTable dialog box, select where you want the PivotTable report to be placed (e.g., New Worksheet).
4. Click OK.
5. In the PivotTable Field List, drag ProductID to the Rows area.
6. Drag Rating to the Columns area.
7. Drag CustomerID to the Values area.
8. Click the dropdown arrow next to Sum of CustomerID in the Values area, and select Value Field Settings.
9. In the Value Field Settings dialog box, select Count.
10. Click OK.

# 3. VLOOKUP

**Use VLOOKUP to find the Feedback for CustomerID 5:**

1. Click on the cell where you want to display the result (e.g., J2).
2. Enter the formula: =VLOOKUP(5, A2:I11, 9, FALSE).
3. Press Enter.

**Use VLOOKUP to find the PurchaseAmount for ProductID 104:**

1. Click on the cell where you want to display the result (e.g., J3).
2. Enter the formula: =VLOOKUP(104, D2:I11, 5, FALSE).
3. Press Enter.

# 4. IF, SUMIFS, COUNTIFS

**Use the IF function to create a column that labels ratings above 4 as "High" and others as "Low":**

1. Select the first cell of the new column where you want the results (e.g., J2).
2. Enter the formula: =IF(G2>4, "High", "Low").
3. Press Enter.
4. Copy the formula down to the other cells in the column.

**Use SUMIFS to calculate the total PurchaseAmount for customers in the South region:**

1. Click on the cell where you want to display the result (e.g., K2).
2. Enter the formula: =SUMIFS(F2:F11, D2:D11, "South").
3. Press Enter.

**Use COUNTIFS to count the number of purchases with a rating of 5:**

1. Click on the cell where you want to display the result (e.g., L2).
2. Enter the formula: =COUNTIFS(G2:G11, 5).
3. Press Enter.

# 5. Analysis Toolpak

**Install the Analysis ToolPak:**

1. Go to the File tab.
2. Select Options.
3. Choose Add-Ins.
4. In the Manage box, select Excel Add-ins and click Go.
5. Check the box for Analysis ToolPak and click OK.

**Use Analysis Toolpak to calculate summary statistics for the PurchaseAmount column:**

1. Go to the Data tab.
2. In the Analysis group, click on Data Analysis.
3. In the Data Analysis dialog box, select Descriptive Statistics and click OK.
4. Select the range for the input data (e.g., F1

).

1. Choose the output range where you want the analysis results (e.g., M1).
2. Check Summary statistics to include measures like mean, median, mode, standard deviation, etc.
3. Click OK.