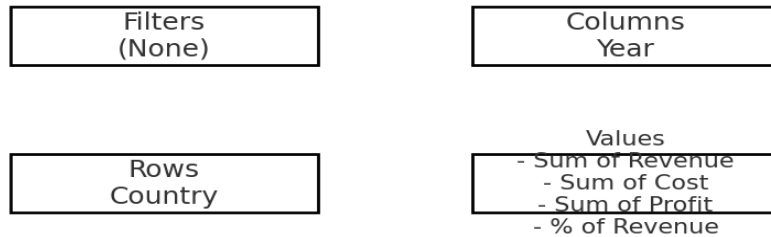


Pivot Table Revision Guide

1. Pivot Table Layout

The diagram below shows how the Pivot Table fields were arranged:

Pivot Table Field Layout



2. Value Field Calculations

- Sum of Revenue = Order Quantity × Unit Price (summed per Country and Year)
- Sum of Cost = Order Quantity × Unit Cost (summed per Country and Year)
- Sum of Profit = Revenue – Cost (summed per Country and Year)
- % of Revenue = (Country Revenue ÷ Grand Total Revenue) × 100

3. Step-by-Step Instructions

• Create a Pivot Table

1. Select your dataset.
2. Go to Insert → PivotTable.
3. Choose New Worksheet or Existing Worksheet.
4. Click OK.

• Add Country to Rows

1. In PivotTable Fields, drag 'Country' to the Rows area.
2. Each row now shows a country.

• Add Year to Columns

1. Drag 'Year' to the Columns area.
2. Values split across 2011, 2012, ..., 2016.

- **Add Revenue, Cost, and Profit to Values**

1. Drag 'Revenue' to Values (Excel applies Sum).
2. Drag 'Cost' to Values.
3. Drag 'Profit' to Values.

- **Add % of Revenue per Country**

1. Drag 'Revenue' again to Values.
2. Right-click → Show Values As → % of Grand Total.

- **Remove (blank) Rows**

1. Click dropdown on Row Labels.
2. Uncheck '(blank)'.
3. Press OK.

- **Format for Readability**

1. Right-click values → Number Format.
2. Use Currency for Revenue/Cost/Profit, Percentage for % Revenue.
3. Adjust column widths.

4. Example Pivot Table Snapshot

Country	2011 Revenue	2012 Revenue	Total Revenue
United States	2,529,914	2,557,511	14,588,293
Australia	2,529,914	2,557,511	10,441,513
United Kingdom	789,798	835,527	5,359,889
Canada	789,798	835,527	5,359,889
Grand Total	6,639,424	6,785,076	43,363,935

5. Example Calculation

United States revenue is 14,588,293. Grand Total revenue is 43,363,935. So % Revenue = $(14,588,293 \div 43,363,935) \times 100 \approx 33.7\%$.