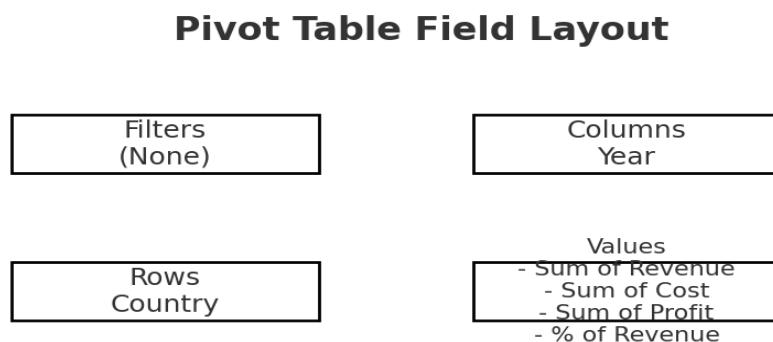


# Pivot Table Revision Guide

## 1. Pivot Table Layout

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



## 2. Value Field Calculations

- Sum of Revenue = Order Quantity  $\times$  Unit Price (summed per Country and Year)
- Sum of Cost = Order Quantity  $\times$  Unit Cost (summed per Country and Year)
- Sum of Profit = Revenue – Cost (summed per Country and Year)
- % of Revenue = (Country Revenue  $\div$  Grand Total Revenue)  $\times$  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 =  $(14,588,293 \div 43,363,935) \times 100 \approx 33.7\%$ .