

Assignment Questions

Easy Level

1. What is the purpose of a PivotTable in Excel?

Ans:-

Purpose of a PivotTable in Excel

The purpose of a PivotTable in Excel is to quickly summarize, analyze, and reorganize large amounts of data without changing the original dataset.

Key Purposes (Simple Points)

- **Summarize data** (sum, count, average, etc.)
- **Group data** by categories like region, product, or date
- **Compare values** across different fields
- **Identify trends and patterns**
- **Create reports** without writing formulas
- **Support charts and dashboards**

2. Create a PivotTable to show Total Sales by Region.

Ans:-

A screenshot of an Excel spreadsheet showing a PivotTable. The PivotTable has 'Row Labels' set to 'Sum of Sales' and displays data for four regions: East, North, South, and West. The total sales are summarized in a 'Grand Total' row. The PivotTable is located in cells A3:D8, with the table header spanning from A3 to D3 and the data rows from A4 to D8. The 'Row Labels' dropdown is open, showing 'Sum of Sales'. The 'Sum of Sales' column is bolded. The 'Grand Total' row is also bolded. The PivotTable interface includes a formula bar with 'A3' selected, and standard Excel ribbon tabs for 'X', '✓', 'fx', and 'Row Labels'.

	A	B	C	D
1				
2				
3	Row Labels	Sum of Sales		
4	East	467		
5	North	347		
6	South	2518		
7	West	3497		
8	Grand Total	6829		
9				

3. Apply Conditional Formatting to highlight sales greater than 400.

Ans:-

	A	B	C	D	E	F	G	H	I	J	K	L
1	Date	Region	Product	Sales	Quantity							
2	01-01-2024 00:00	West	Mangoes	456	93							
3	10-01-2024 12:37	South	Oranges	348	56							
4	20-01-2024 01:15	South	Mangoes	247	76							
5	29-01-2024 13:53	West	Apples	230	37							
6	08-02-2024 02:31	West	Mangoes	281	50							
7	17-02-2024 15:09	West	Oranges	334	52							
8	27-02-2024 03:47	South	Apples	417	29							
9	07-03-2024 16:25	West	Apples	441	44							
10	17-03-2024 05:03	South	Mangoes	76	63							
11	26-03-2024 17:41	West	Oranges	441	79							
12	05-04-2024 06:18	South	Mangoes	205	23							
13	14-04-2024 18:56	West	Oranges	483	97							
14	24-04-2024 07:34	East	Mangoes	467	97							
15	03-05-2024 20:12	West	Mangoes	380	92							
16	13-05-2024 08:50	South	Oranges	497	71							
17	22-05-2024 21:28	South	Mangoes	409	81							
18	01-06-2024 10:06	West	Oranges	53	45							
19	10-06-2024 22:44	West	Apples	398	33							
20	20-06-2024 11:22	North	Oranges	347	35							
21	30-06-2024 00:00	South	Apples	319	45							

Click OK

Final Answer :-

	A	B	C	D	E
1	Date	Region	Product	Sales	Quantity
2	01-01-2024 00:00	West	Mangoes	456	93
3	10-01-2024 12:37	South	Oranges	348	56
4	20-01-2024 01:15	South	Mangoes	247	76
5	29-01-2024 13:53	West	Apples	230	37
6	08-02-2024 02:31	West	Mangoes	281	50
7	17-02-2024 15:09	West	Oranges	334	52
8	27-02-2024 03:47	South	Apples	417	29
9	07-03-2024 16:25	West	Apples	441	44
10	17-03-2024 05:03	South	Mangoes	76	63
11	26-03-2024 17:41	West	Oranges	441	79
12	05-04-2024 06:18	South	Mangoes	205	23
13	14-04-2024 18:56	West	Oranges	483	97
14	24-04-2024 07:34	East	Mangoes	467	97
15	03-05-2024 20:12	West	Mangoes	380	92
16	13-05-2024 08:50	South	Oranges	497	71
17	22-05-2024 21:28	South	Mangoes	409	81
18	01-06-2024 10:06	West	Oranges	53	45
19	10-06-2024 22:44	West	Apples	398	33
20	20-06-2024 11:22	North	Oranges	347	35
21	30-06-2024 00:00	South	Apples	319	45

Medium Level

4. Explain the difference between Sorting and Filtering with an example from this dataset.

Ans:-

Basis	Sorting	Filtering
Meaning	Arranges data in a specific order	Displays only data that meets conditions
Effect on data	Changes the order of rows	Hides non-matching rows
Visibility	All rows remain visible	Only selected rows are visible
Data removal	No data is removed	Data is not removed, only hidden
Purpose	Used for ranking and comparison	Used to focus on specific data

Example of Sorting:- Sales Sorting

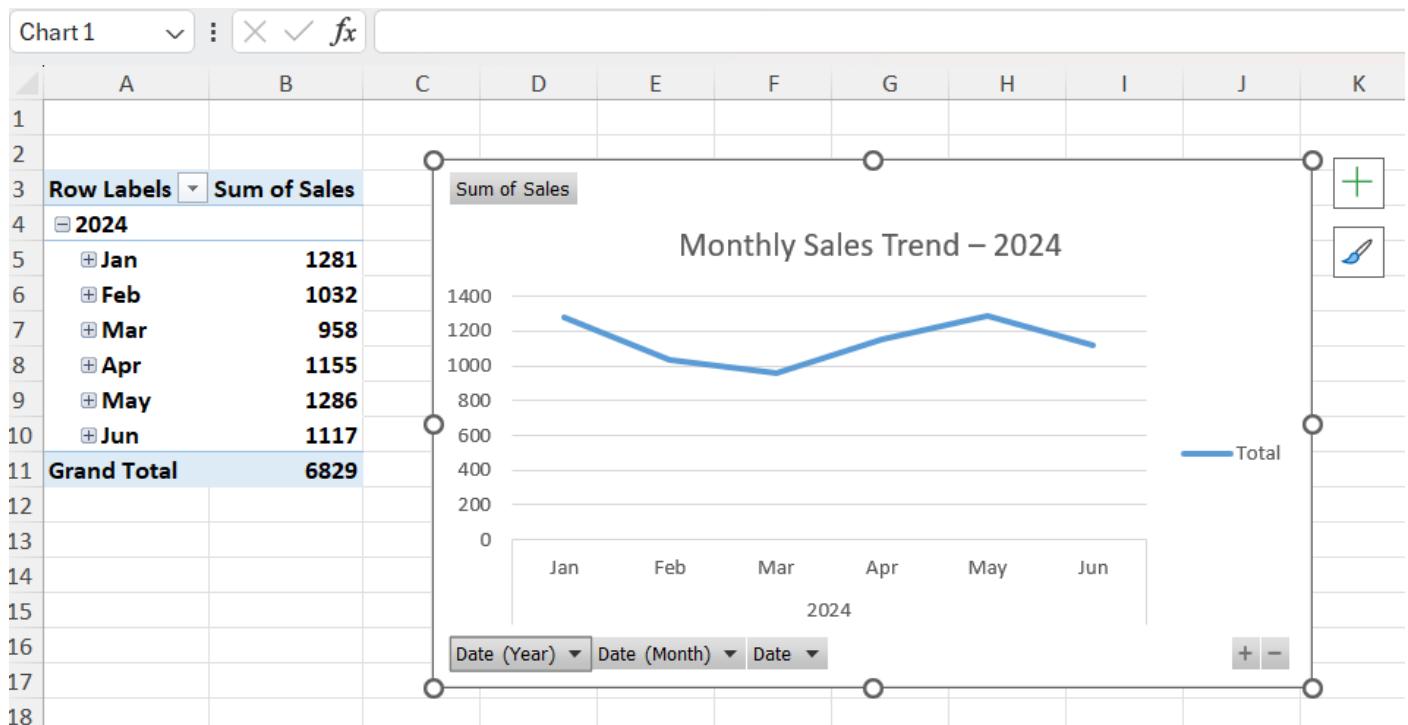
	Date	Region	Product	Sales	Quantity
1	13-05-2024 08:50	South	Oranges	497	71
2	14-04-2024 18:56	West	Oranges	483	97
3	24-04-2024 07:34	East	Mangoes	467	97
5	01-01-2024 00:00	West	Mangoes	456	93
6	07-03-2024 16:25	West	Apples	441	44
7	26-03-2024 17:41	West	Oranges	441	79
8	27-02-2024 03:47	South	Apples	417	29
9	22-05-2024 21:28	South	Mangoes	409	81
10	10-06-2024 22:44	West	Apples	398	33
11	03-05-2024 20:12	West	Mangoes	380	92
12	10-01-2024 12:37	South	Oranges	348	56
13	20-06-2024 11:22	North	Oranges	347	35
14	17-02-2024 15:09	West	Oranges	334	52
15	30-06-2024 00:00	South	Apples	319	45
16	08-02-2024 02:31	West	Mangoes	281	50
17	20-01-2024 01:15	South	Mangoes	247	76
18	29-01-2024 13:53	West	Apples	230	37
19	05-04-2024 06:18	South	Mangoes	205	23
20	17-03-2024 05:03	South	Mangoes	76	63
21	01-06-2024 10:06	West	Oranges	53	45

Example of Filtering :- Filter on Sales greater than 400

	Date	Region	Product	Sales	Quantity
1	01-01-2024 00:00	West	Mangoes	456	93
2	27-02-2024 03:47	South	Apples	417	29
3	07-03-2024 16:25	West	Apples	441	44
4	26-03-2024 17:41	West	Oranges	441	79
5	14-04-2024 18:56	West	Oranges	483	97
6	24-04-2024 07:34	East	Mangoes	467	97
7	13-05-2024 08:50	South	Oranges	497	71
8	22-05-2024 21:28	South	Mangoes	409	81

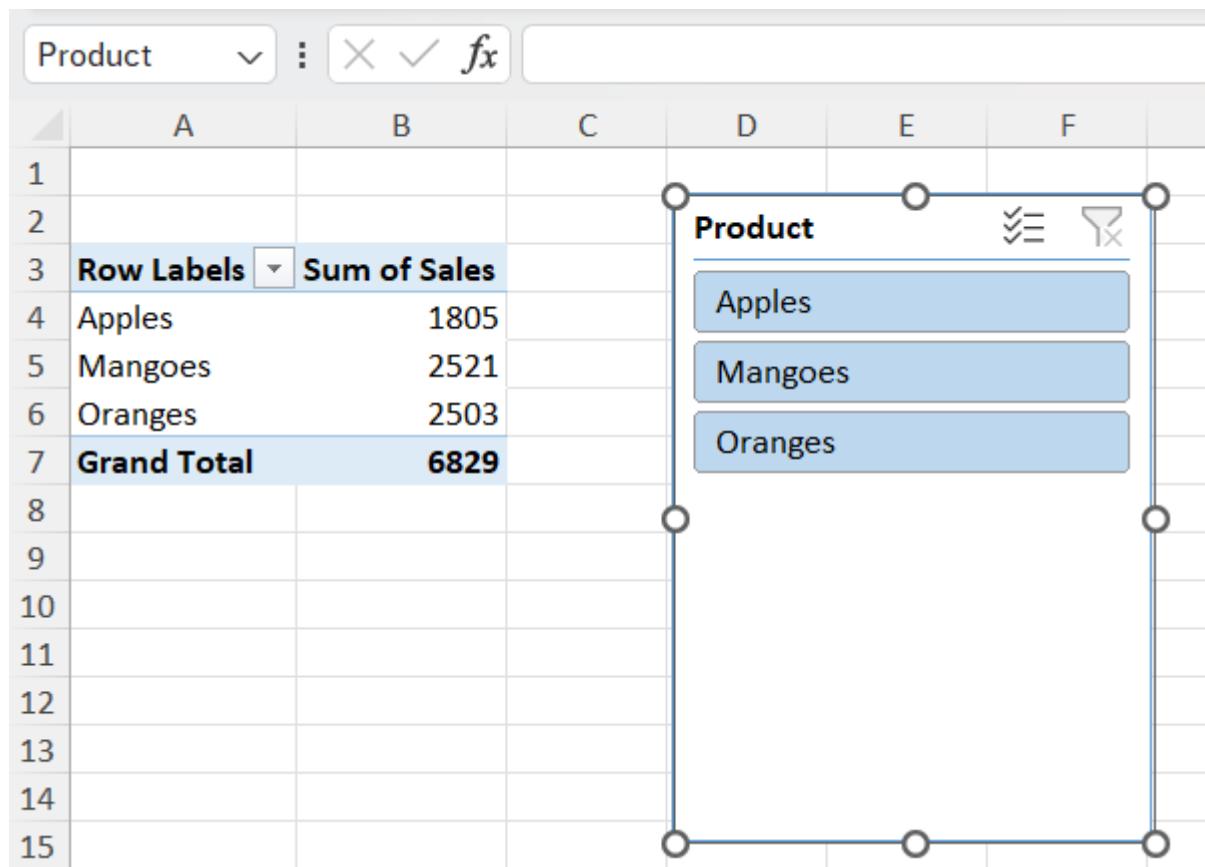
5. Create a PivotChart showing Monthly Sales Trend.

Ans:-



6. Use a Slicer to filter data by Product and observe changes in sales.

Ans:-



Hard Level

7. Why are Dashboards important for decision-making in business analysis?

Ans:-

Dashboards play a critical role in business analysis because they convert raw data into meaningful insights that help managers and decision-makers act quickly and confidently.

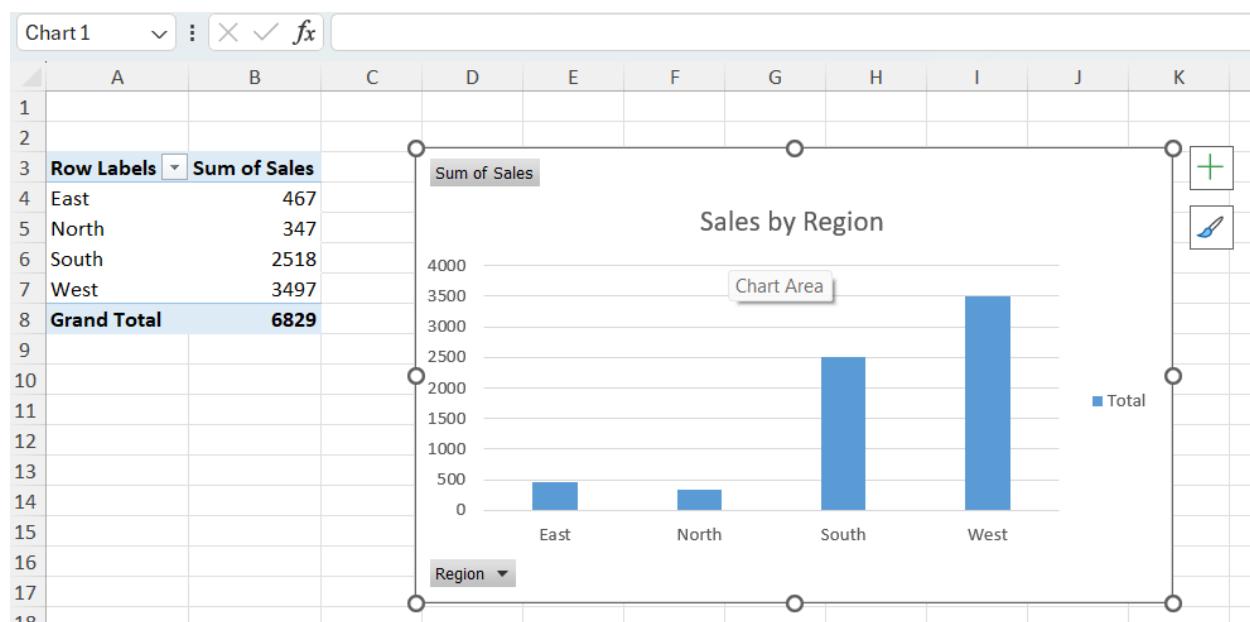
Importance of Dashboards:-

- Quick Overview**:- Dashboards show key metrics (KPIs) at a glance, saving time
- Better Decisions**:- Visual data helps identify trends, patterns, and issues easily
- Real-Time Insights**:- Dashboards can update automatically with the latest data
- Data-Driven Strategy**:- Decisions are based on facts, not assumptions
- Performance Tracking**:- Helps track sales, profit, growth, and targets

8. Create a Dashboard that includes:

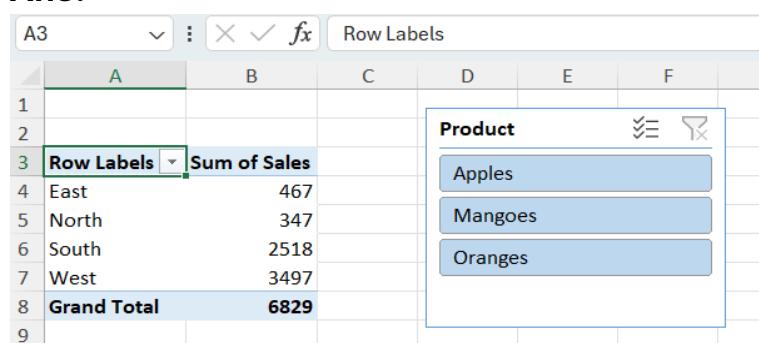
- Sales by Region (PivotTable + Chart)**

Ans:-



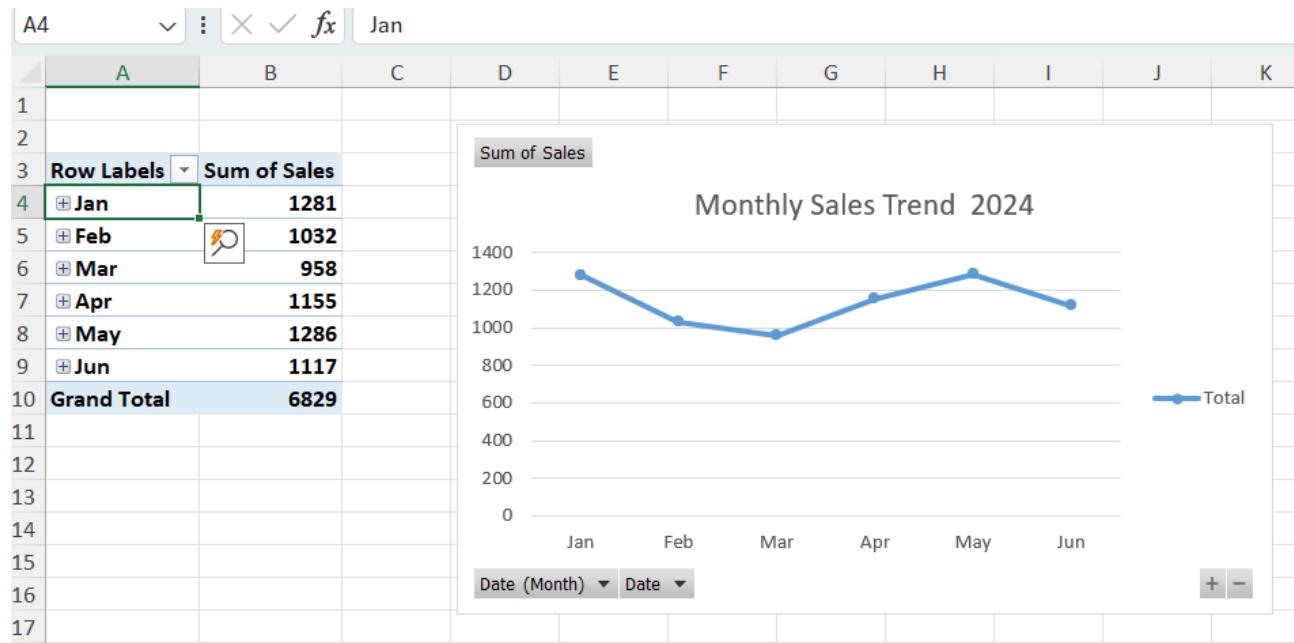
- Product Filter (Slicer)**

Ans:-



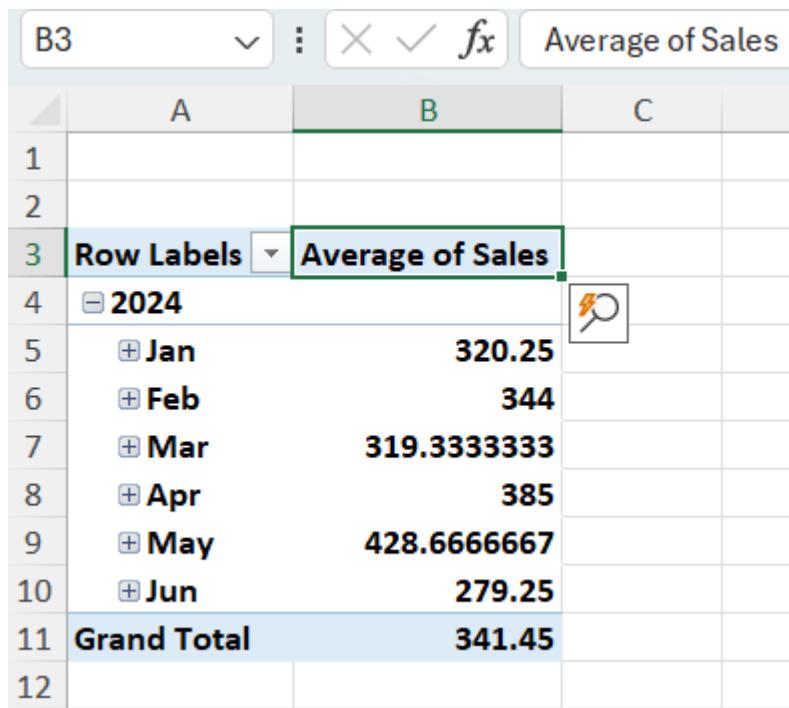
- **Monthly Trend (Line Chart)**

Ans:-



9. Group dates in the PivotTable into Months and calculate the average sales per month

Ans:-



10. Combine Apples and Oranges into one group called Fruits and compare its sales with other products.

Ans:-

