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| 1 | Go to the Data tab and convert the data to a table. |
| 2 | Name the table "Data" and apply a table design of your choice. |
| 3 | Turn off banded rows and turn on banded columns. |
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|  | *Create a Pivot table to help identify how much of the total requirement is being supplied by each of the suppliers* |
| 4 | Click in the data and Insert a Pivot Table. In the Field List add Supplier to the Row Label and Consumption to the Values. Which supplier supplied the most? |
| 5 | Modify the value field settings to show the consumption as a % of the grand total. What Percentage did MEE account for? |
| 6 | Set the value field settings back to "No Calculation". Now modify it to show number of Accounts serviced by each supplier. How many accounts are serviced by EAE?  (Hint; Replace Consumption with Account Name.) |
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|  | *Create another Pivot table to identify usage trends across the different suburbs* |
| 7 | Click in cell A12 (a few lines underneath your existing Pivot) and insert a Pivot that gets information from the Data table. Add Consumption to the Values area. What was the total consumption? |
| 8 | Add Fin Year to Columns and Suburb to Rows. What was the consumption for Northwood in 2013-2014? |
| 9 | Filter the data to only show the values for Greenwich and Northwood. What is their combined total consumption? |
| 10 | If you have Excel for Windows add a Line Pivot Chart. (If not, you can select the data and just add a normal line chart.) Switch Row/Column data. How many time does the Northwood line rise above the Greenwich line? |
| 11 | Change the Pivot Chart (or Pivot Table if you don't have a pivot chart) to only show values for Lane Cove. Which Financial Year had the highest consumption? |
| 12 | Insert a slicer for Supplier. Link the Slicer to both pivot charts. In the slicer select CEE. Looking at the second Pivot, which Financial Year is now showing the highest Consumption? |