

1.Explain about different commands available on the design tab on pivottools tab?

- The “Design” tab in Excel’s PivotTable Tools provides various commands to customize and format your PivotTable. Here’s an overview of some key commands you’ll find:

1. **Report Layout:**

- **Compact Form:** Displays the PivotTable in a compact format with headers only.
- **Outline Form:** Organizes the data in an outlined format for better readability.
- **Tabular Form:** Presents the data in a tabular layout with field headers.

2. **Blank Rows:**

- **Insert Blank Line after Each Item:** Inserts a blank row after each item in the PivotTable, enhancing readability.

3. **Grand Totals:**

- **Grand Totals:** Allows you to show or hide grand totals for rows, columns, or both.

4. **Subtotals:**

- **Do Not Show Subtotals:** Lets you hide or display subtotals for each group.

5. **Report Filter:**

- **Report Filter:** Adds a dropdown list at the top of the PivotTable, enabling you to filter data based on a specific field.

6. **Field Headers:**

- **Column Headers:** Toggles the display of column headers on or off.
- **Row Headers:** Toggles the display of row headers on or off.

7. **Blank Rows:**

- **Insert Blank Line after Each Item:** Inserts a blank row after each item in the PivotTable, enhancing readability.

8. **Grand Totals:**

- **Grand Totals:** Allows you to show or hide grand totals for rows, columns, or both.

9. **Subtotals:**

- **Do Not Show Subtotals:** Lets you hide or display subtotals for each group.

10. **Style Options:**

- **PivotTable Styles:** Provides various predefined styles for your PivotTable.

11. **Layout:**

- **Report Layout:** Offers options for compact, outline, or tabular layouts.



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12. **Grand Totals:**

- **Grand Totals:** Allows you to show or hide grand totals for rows, columns, or both.
 - ❖ These commands provide flexibility in formatting and organizing your PivotTable to better suit your analytical needs.

2. **Create a combination chart for the given data set?**

- ❖ I can guide you on how to create a combination chart in Excel using the provided dataset. Since I can't visualize it, you'll need to follow these steps:

1. **Select Data:**

- Highlight the data you want to include in the chart, including labels.

2. **Insert a Chart:**

- Go to the "Insert" tab and choose the chart type that best fits your data. For a combination chart, you might select a line chart or bar chart initially.

3. **Adjust Chart Type for Series:**

- Once the chart is inserted, right-click on the data series you want to change (e.g., the series you want as a line chart).
 - Select "Change Chart Type" and choose the desired chart type (e.g., line chart).

4. **Add Secondary Axis (if needed):**

- If you're combining different chart types, you might need a secondary axis. Right-click on the data series, choose "Format Data Series," and then select the secondary axis.

5. **Format and Customize:**

- Customize your chart by adding titles, labels, and adjusting axis scales. Right-click on different elements of the chart to access formatting options.
 - ❖ Remember, the specific steps may vary slightly based on your Excel version, but these general steps should guide you in creating a combination chart based on your dataset.

