

## 1.How are Pivot Tables used to filter data?

- ❖ Pivot Tables are used to filter data by allowing users to rearrange and summarize information from a dataset.
- ❖ You can filter data in a Pivot Table by dragging and dropping fields into the “Filters” area.
- ❖ This enables you to focus on specific subsets of data based on criteria you choose, helping you analyze and understand the information more effectively.

## 2.Basic Pivot Table

Cust ID	Region	Payment	Source	Amount	Product	Time Of Day
10001	East	Paypal	Web	\$20.19	Online	22:19
10002	West	Credit	Web	\$17.85	Online	13:27
10003	North	Credit	Web	\$23.98	Online	14:27
10004	West	Paypal	Email	\$23.51	Book	15:38
10005	South	Credit	Web	\$15.33	Book	15:21
10006	West	Paypal	Email	\$17.30	Online	13:11
10007	East	Credit	Web	\$177.72	Book	21:59
10008	West	Credit	Web	\$21.76	Book	04:04
10009	West	Paypal	Web	\$15.92	Online	19:35
10010	South	Paypal	Web	\$23.39	Online	13:26
10011	South	Paypal	Email	\$24.45	Book	14:17
10012	East	Credit	Web	\$20.39	Book	01:01
10013	North	Paypal	Web	\$19.54	Online	10:04
10014	East	Credit	Web	\$151.67	Book	09:09
10015	West	Credit	Web	\$21.01	Online	05:05
10016	West	Paypal	Web	\$22.91	Online	20:29
10017	West	Credit	Email	\$19.51	Book	15:03
10018	West	Paypal	Web	\$20.16	Book	18:54
10019	West	Credit	Web	\$17.53	Online	20:00
10020	West	Credit	Web	\$17.74	Online	12:37
10021	North	Paypal	Email	\$17.16	Book	05:05
10022	West	Credit	Web	\$205.58	Book	20:42
10023	South	Credit	Email	\$18.12	Book	10:12



10024	West	Credit	Web	\$20.04	Online	16:27
10025	West	Paypal	Email	\$23.21	Online	20:22
10026	West	Credit	Email	\$22.79	Online	19:58
10027	West	Credit	Web	\$16.91	Online	19:44
10028	South	Credit	Web	\$20.22	Book	19:28
10029	East	Paypal	Web	\$18.36	Online	15:48
10030	West	Paypal	Email	\$206.80	Book	18:14
10031	North	Paypal	Email	\$17.95	Online	15:15
10032	East	Credit	Web	\$18.29	Book	12:59
10033	South	Paypal	Web	\$18.55	Book	17:38
10034	West	Credit	Web	\$18.82	Book	02:02
10035	West	Credit	Web	\$16.35	Book	14:05
10036	East	Credit	Web	\$16.30	Online	04:04
10037	South	Paypal	Web	\$217	Book	00:00

Using the excel spreadsheet found above, create a series of Pivot Tables (or Pivot Charts) to answer the following questions.

What are the averages for purchases in each region?

What form of payment is most common?

Do our customers shop at work (most likely between 8:00 and 17:00) or at home?

Turn in a printout of the pivot tables you used to answer each question.

Note: To answer number 3, I created a new column in the spreadsheet labeled "Hour of Day" and set it to just the hour instead of hour and minutes. In other words =hour(G8). The students who are excel power users should use an "if" formula to create a value of either day (time between 8:00 and 17:00) or night (not between 8:00 and 17:00).

❖ I can guide you on how to create Pivot Tables to answer each question:

#### 1. **Averages for Purchases in Each Region:**

- Select the data range.
- Go to the "Insert" tab and choose "PivotTable."
- Drag "Region" to the Rows area and "Amount" to the Values area, selecting "Average" as the summary function.



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## 2. **\*\*Most Common Form of Payment:\*\***

- Create a new Pivot Table.
- Place "Payment" in the Rows area and "Amount" in the Values area, choosing "Count" as the summary function.
- This will show the count of each payment type.

## 3. **\*\*Customer Shopping Time Analysis:\*\***

- If you've added the "Hour of Day" column, create another Pivot Table.
- Place "Time Of Day" in the Rows area and "Amount" in the Values area, using "Sum" as the summary function.
- You can use the "Hour of Day" column to filter for day (8:00 – 17:00) or night.
  - ❖ Remember to format your results neatly for each Pivot Table and provide the necessary details in your printout.

