

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

Ans: A PivotTable in Excel is used to summarize, analyze, explore, and present large amounts of data quickly — without using complex formulas.

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

Ans: Sorting means arranging the data in a specific order — ascending or descending.

It does NOT hide any data.

It only changes the order in which rows appear.

Filtering means showing only the rows you want and hiding the rest.

It does NOT change the order of data.

It only hides rows that do not match your condition.

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

Ans: Dashboards are very important for decision-making in business analysis because they turn raw data into easy-to-understand visual insights.

Example: A dashboard shows "North Region sales" vs "South Region sales" in one chart.