| **Hands-on Exercise No. 2** **DigiSkills 3.0 Batch-01** **Data Analytics and Business Intelligence** | **Total Marks: 10** **Due Date: 25/09/2025** |

Instructions:

Please read the following instructions carefully before submitting this Hands-on Exercise:

- Use MS Word to prepare exercise solution.

- You may consult tutorials and videos if the concept is not clear.

- Your submitted exercise will not be considered/counted if:

  - It is submitted after due date.
  - It is not in the required format (.doc or .docx)
  - It does not open, or file is corrupt.
  - It is copied (partial or full) from any source (websites, forums, students, etc.)

Learning Outcome:

After completing this exercise, you shall be able to:

- Create and interpret Pivot Tables
- Apply statistical analysis in spreadsheets
- Practical use of data cleaning

<u>**Scenario:**</u>

You are working as a junior Data Analyst. Management has provided you with the dataset **'Sales_Orders.xlsx'**. Which you can download from the given link:
https://lms.digiskills.pk/Courses/DBI101/Downloads/Sales_Orders%20Data%20file.xlsx

You are required to use Pivot Tables and Descriptive Statistical Analysis in MS Excel to summarize the data and generate insights into sales performance, product categories, and customer behavior.

There are five tasks in this exercise. Please complete all of them.

Tasks:

1. Download and open the Sales_Orders file in MS Excel. (Marks - 2)

Pivot Table Analysis.

2. Find Sales by Product Category (Marks - 2)
    i. Create a Pivot Table showing total sales amount (Quantity × UnitPrice) by Product Category.
    ii. Highlight the category with the highest sales.

3. Find Sales by Region and SalesPerson (Marks - 2)
    i. Create a Pivot Table showing total sales per region, broken down by SalesPerson.
    ii. Identify the top-performing region.

Descriptive Statistical Analysis:

4. Calculate the summary statistics of Quantity sold. (Marks - 2)
                    (Hint: Use the Data Analysis tool in the Excel)
5. Comment on how we will represent it with the Mean or Median of the quantities ordered. (Marks - 2)
                    (Hint: Check Skewness greater or less than ±1)

<u>**Guidelines:**</u>

- You can download **Sales_Orders** file from the given link.
- For Pivot Table Analysis, please watch video lessons # 30
- For Descriptive Statistical Analysis, please watch video lessons # 23 and 24
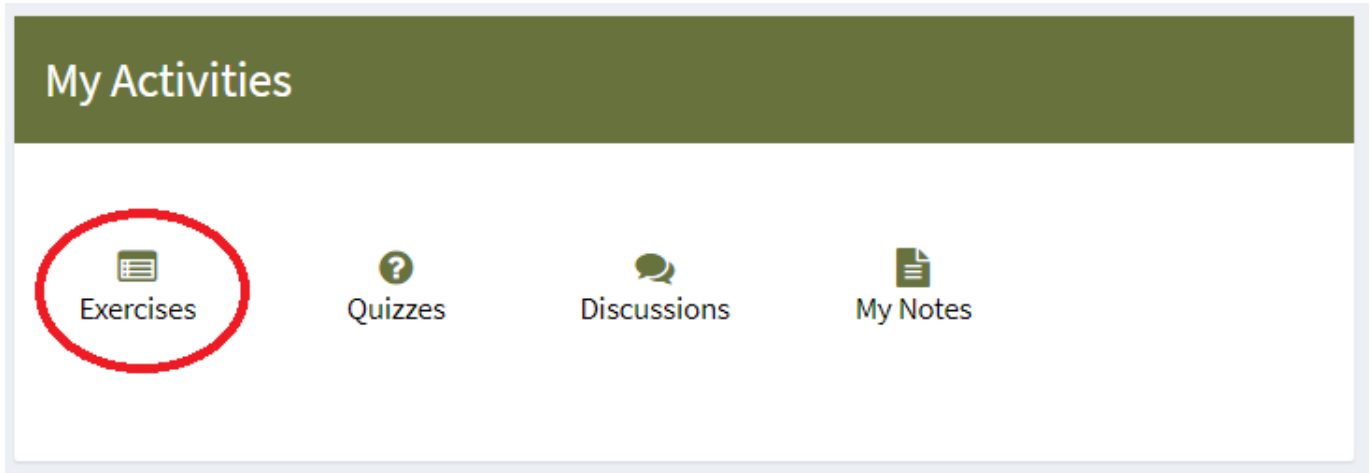
<u>**Note:**</u>

1. Create an MS Word file with screenshots of all the above-mentioned tasks.
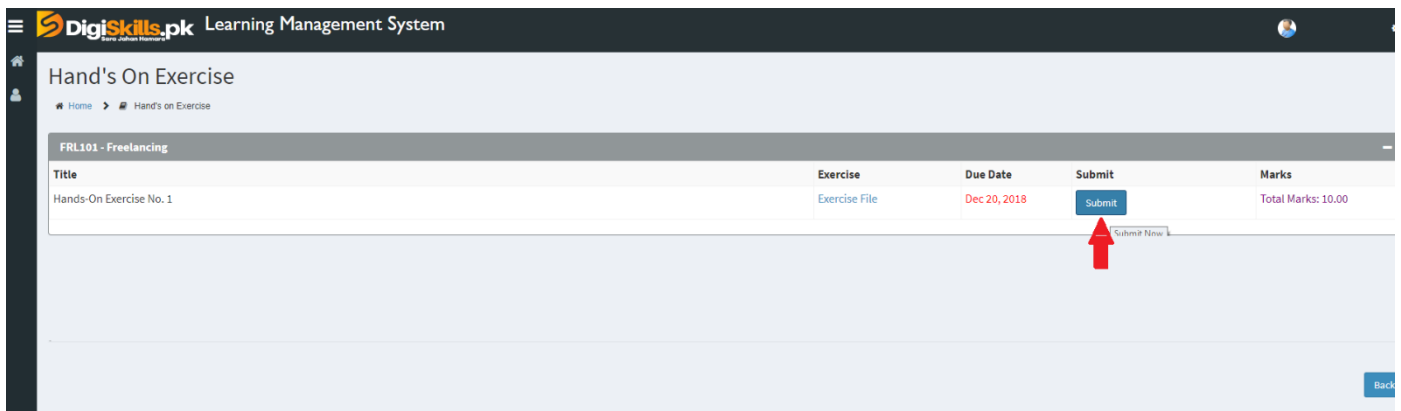2. We will analyze your solution based on the steps that you would perform.

BEST OF LUCK ☺

How to submit solution file on LMS?

Please perform the following steps for submitting your solution using LMS:

1) Login to the LMS

2) Click on the **Exercises** button within the **My Activities** section

3) Click on the submit button to upload your Solution.

4) Keep in mind to upload your Solution in .doc or .docx format