# Assignment Solutions – Unit 3 – Data Analytics with Excel

Model answers:

1. Explain the purpose of an Excel dashboard and list its key components.

An Excel dashboard is a single worksheet that displays key metrics and trends using tables, charts and indicators. It allows users to monitor performance at a glance and interactively filter data. Key components include data tables, pivot tables, pivot charts, slicers or filters to control views, and summary metrics such as totals, averages or counts.

1. Describe the steps for creating a Pivot Table in Excel.

Arrange your data in a clean table format with headers; select any cell within the data; go to Insert > PivotTable; choose to place the pivot table in a new or existing worksheet; use the PivotTable Field List to drag fields into Rows, Columns, Values and Filters areas; format the results as needed.

1. How do you modify a Pivot Table to add calculations, filter or sort data?

Add calculations by dragging fields into the Values area and choosing aggregation functions (Sum, Count, Average). To filter data, drag a field into the Filters area or insert a slicer via PivotTable Analyze > Insert Slicer. Sorting can be done by right‑clicking on row or column labels and choosing Sort A to Z or Sort Largest to Smallest.

1. What is a Pivot Chart? How do you create one from a Pivot Table?

A Pivot Chart is a chart linked to a Pivot Table that automatically updates when the pivot data changes. To create one, click anywhere inside the Pivot Table, then choose PivotTable Analyze > PivotChart. Select a chart type and click OK. The Pivot Chart appears and is driven by the same fields and filters as the Pivot Table.

1. Explain the use of slicers in Pivot Tables.

Slicers are graphical filter controls for Pivot Tables. They provide buttons that users can click to filter data by categories. To insert a slicer, click the Pivot Table, select PivotTable Analyze > Insert Slicer, choose the desired field and click OK. The slicer appears, and clicking its buttons instantly filters the Pivot Table and any connected charts.