# Unit 3 Orals

Q: What is a Pivot Table used for? A: To summarise and analyse large datasets by grouping and aggregating data interactively.

Q: Name two aggregation functions available in Pivot Tables. A: Sum and Count.

Q: What is the first step in creating a dashboard? A: Prepare clean and structured data in a table format with headers.

Q: How do you insert a slicer? A: Select the Pivot Table, choose PivotTable Analyze > Insert Slicer, select the field and click OK.

Q: Why might you refresh a Pivot Table? A: To update the summarised results after changing the underlying data source.