# Weekly Test 3 – Unit 3 – Solutions

Answer to Q1 (2 Marks):

Common elements include data tables, pivot tables, pivot charts, slicers and summary metrics.

Answer to Q2 (3 Marks):

A Pivot Table summarises large datasets by grouping and aggregating data, enabling quick creation of cross‑tabulations, totals and averages.

Answer to Q3 (6 Marks):

Arrange data in a clean table; select a cell and insert a Pivot Table; drag fields into Rows, Columns, Values and Filters; to create a Pivot Chart, select the Pivot Table and choose PivotTable Analyze > PivotChart and pick a chart type.

Answer to Q4 (3 Marks):

Sorting is done by right‑clicking row or column labels and selecting Sort options; filtering is achieved by dragging fields into the Filters area or using slicers.

Answer to Q5 (6 Marks):

To update, refresh the Pivot Table after changing data. Formatting includes applying styles, adjusting number formats and adding totals. Insert slicers to filter data interactively; connecting multiple tables makes interactive dashboards.