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Batch: Data Analytics Dec Live Batch

Assignment: Pivot Table & Charts

## Assignment (4)

**Question 1)** What is the purpose of a PivotTable in Excel?

**Answer:**

A PivotTable is used to summarize, analyze, and organize large datasets quickly. It helps in finding totals, averages, and trends without changing the original data.

**Question 2)** Explain the difference between Sorting and Filtering with an example from this dataset.

**Answer:**

### **Sorting**

Arranges data in order

Changes data order

Example: Sort Sales High → Low

### **Filtering**

Shows selected data

Hides unwanted rows

Example: Show only  
West region

**Question 7)** Why are Dashboards important for decision-making in business analysis?

**Answer:**

Dashboards provide a visual summary of key data in one place. They help managers quickly understand trends, compare performance, and make informed decisions.

Dashboards help in quick analysis and support data-driven business decisions.