**EXCEL TEST 2\_Group 1-** **tasks to be performed**

Log in using the account of the *Poznań University of Technology* to the e-course of the **Faculty of Engineering Management** on the website www.ekursy.put.poznan.pl in the *first degree* of **Engineering Management**, called **Advanced Functions of MS Office\_L\_KSiemieniak**\_current academic year

1. Download and open the *ExcelTest2Group1.xlsx* file included in **the Excel Test 2** task in the topic named **EXCEL TEST 2**, and then save it on the disk under the name ***Surname and Name\_****the Dean's Group’s Name****\_ExcelTest2Group1***.
2. Based on the data from the **Task1** *sheet* execute the following tasks:
   1. Create **a 3-D Stacked Bar** *Chart* that shows the *expenses* for each product (data series) in **each quarter** (category) without data for months.
   2. Move the chart to a new **chart sheet** and name it EXPENSE CHART.
   3. The **chart** **title** above the graph is to contain the following text: *Expenses for individual products in individual quarters of 2020*.
   4. The **legend** is to be placed at the bottom of the chart.
   5. **Reorder** the *tea* series in the chart by moving it before the *coffee* series.
   6. Add *major* and *minor* **gridlines** to both the *vertical* and *horizontal* **axis** of the chart.
3. Make **10** copies of the *Copier Sales* sheet and follow the tasks below:
   1. In the *Product Sales(2)* sheet, using the *autofilter*, filter the database so that only those records are displayed based on the appropriate criteria that relate to the sale of products **costing** more than $ 3000, but not more than $ 6,000, made by sellers who in their ***surnames*** do not contain the letter *“r”.*
   2. In the *Product Sales(3)* sheet, use the *autofilter* to display the **15** *products* with the highest **price** by applying the appropriate criteria.
   3. In the *Product Sales(4)* sheet use the *autofilter* to filter the database so that only the records that relate to the sale of products **costing** below *average* are displayed based on the appropriate criteria
   4. In the *Product Sales(5* ) sheet use the *autofilter* to display only the records for products *sold* not earlier than **2007** *but* earlier than **2009**, by applying the appropriate criteria.
   5. In the *Product Sales* (6) sheet, use *autofilter* to display only products *sold* between **first** and **third** *quarter* **2007,** byapplying the appropriate criteria,**.**
   6. In the *Product Sales* (7) sheet, use *autofilter* to view only products **sold** in the *second* **quarter** of any year, byapplying the appropriate criteria.
   7. In the *Product Sales* (8) sheet, use *autofilter* to display only records for product sales made by **transport** whose *name* contains the letter „*r”* by a *seller* whose **surname** begins with the letter „***M****”* or „***S****”*, byapplying the appropriate criteria.
   8. In the *Product Sales* (9) sheet, use *autofilter* to display only records for product sales made by sellers whose **surnames** end with a letter *“n”* but whose **first names** do not end with a letter *“a”*, by applying the appropriate criteria.
   9. In the *Product Sales* (10) sheet use the *Advanced Filter* to display only the records for the sale of products made by **transport**, with the letter **„a”** as the second character in its` name and which were **sold** in the first *quarter* of **2006** or in the fourth *quarter* of **2008**.
   10. In the *Product Sales*(11) sheet insert nested 2 **subtotals** to sum first the *quantity* of products and the *value of* their *sales* sold by each **type of transport**, and then within each type of transport to sum the *quantity* of products and their *value of sales* sold by each **seller**. View the **3rd** level of detail for a report outline (only **subtotals** for *type of transport* and *sellers* without detail data).
4. On the basis of the data from the *Product Sales* sheet, create a **pivot table** in the existing sheet called *Pivot Table*, presenting the sum of Product sales Value (area ⅀VALES) for which the products were sold by a particular **Seller** (ROWS area) to a given **Customer** (COLUMNS area) .
   1. In the FILTERS area of the created pivot table insert the field **Transport type**.
   2. Format the numbers in the Sales Value field to have **currency** format - **$** symbol with **1** *decimal place*.
5. On the *PivotTable2* sheet, execute the following tasks:
   1. Add a new **Price** field to the ⅀VALUES area of the pivot table, which will display the **average** *price* of the products for which the **seller** sold the given *type of transport* and change the name of the inserted field to *Average Sales Price*
   2. Remove the **Sum of Quantity** field from the ⅀VALUES area of the pivot table.
6. On the *Pivot Table3* sheet, execute the following tasks:
   1. Remove showing **grand totals** for *rows* and *columns*
   2. On the basis of the pivot table placed from this sheet, create a *3-D Clustered Column* **Pivot Chart**, showing the sum of **salaries** of employees working at individual **positions** in the *Engineering and Technical* and *Marketing* **Department** in the *Fax* **Section**.
7. Save the changes in the file ***Surname and Name\_****the Dean's Group’s Name****\_ExcelTest2Group1*** and then, after ADDING THE TASK, insert them into **the Excel test 2** task on the MOODLE course and send it to the teacher by clicking the **Save changes** button.