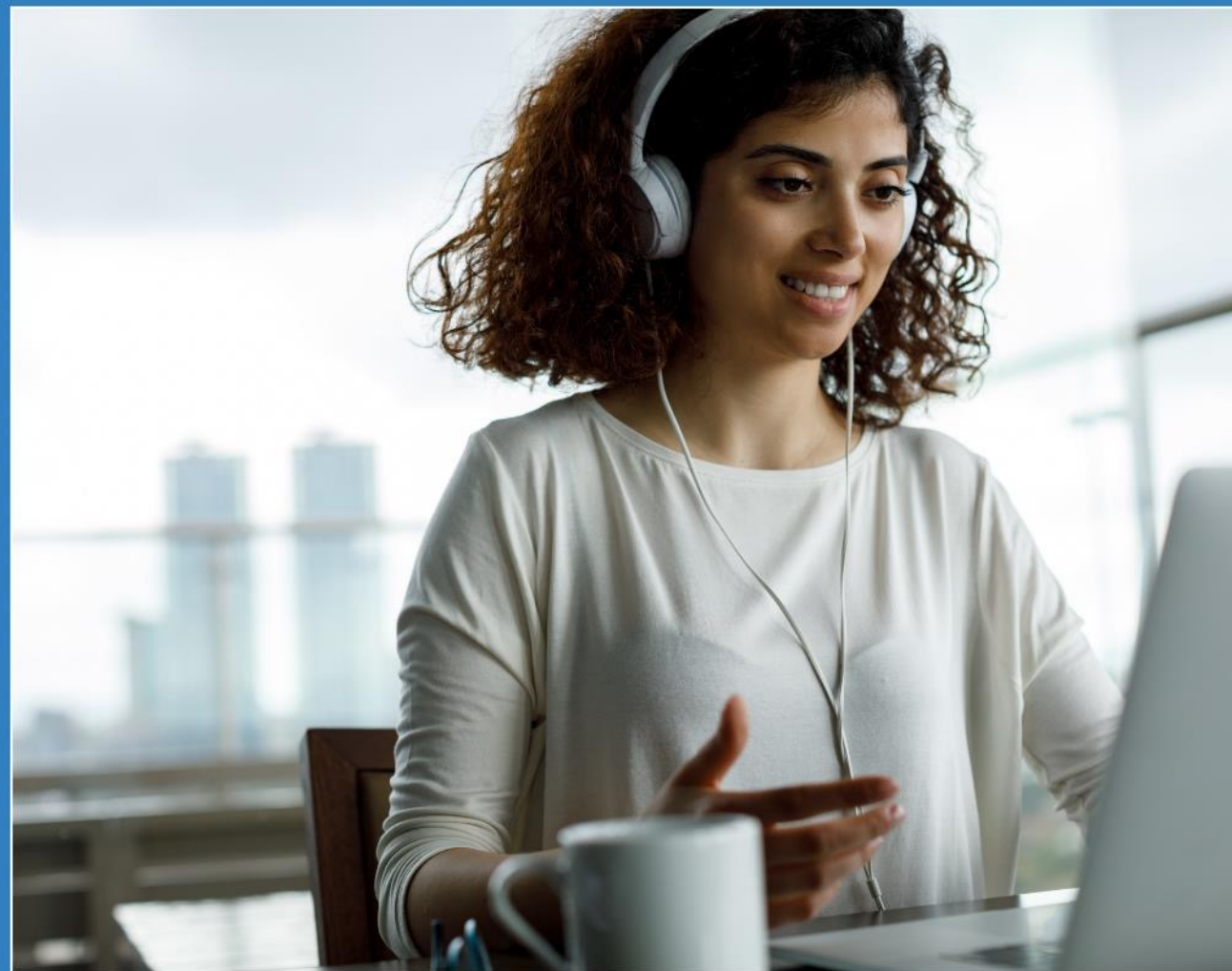


## Day 2-Excel part 2

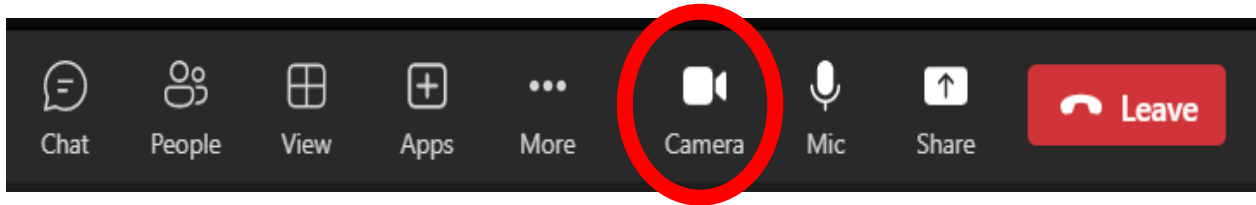


# Camera Expectations



Before we start... Please have your camera switched on.

## Camera Expectations



This is a mandatory requirement for the duration of the course.



You are studying a [regulated qualification](#), your tutor needs to see that it is the right person participating throughout the course.

Our job is [to prepare you for work](#) in an age where in almost any job there is likely to be at least some aspect of remote engagement with your employer.

Online learning is to be [treated the same way as a classroom learning](#), you must be physically visible to interact with your tutor and other learners in order to create an engaging group dynamic.



# Safeguarding & Prevent



Designated Safeguarding Team: [Besafe@justit.co.uk](mailto:Besafe@justit.co.uk)

Out of normal working times please refer to our website <https://www.justit.co.uk/safeguarding/> for sources of information and support or contact the following agencies for immediate help.

- \* The Samaritans <https://www.samaritans.org/how-we-can-help/contact-samaritan/>
- \* Mind <https://www.mind.org.uk/information-support/>
- \* Local authority support <https://www.gov.uk/find-a-community-support-group-or-organisation>
- \* Anxiety UK <https://www.anxietyuk.org.uk/>
- \* Women's Aid <https://www.womensaid.org.uk/information-support/>
- \* Andy's Man Club <https://andysmanclub.co.uk/>



# Pivot tables & Slicers



# Pivot tables



- In Excel, **Pivots tables** are used to summarise, analyse, explore data insights of large dataset (can be used in Google sheets as well)
- Pivot tables allow you to aggregate data such as summing/averaging sales from different category of products
- Data interactivity can be used with the use of **slicers** to control how the data is presented

# Pivot tables

- Follow along you instructor to build pivot tables and slicers from the previous dataset you worked with: **retail\_sales\_dataset.xlsx**
- **You are going to answer key questions such as:**
  - What are the sales figure across different category of products?
  - What are the sales figure across different category of products by gender?
  - What are the sales figure across different category of products by gender and age?





# EXCEL WORKSHOPS-

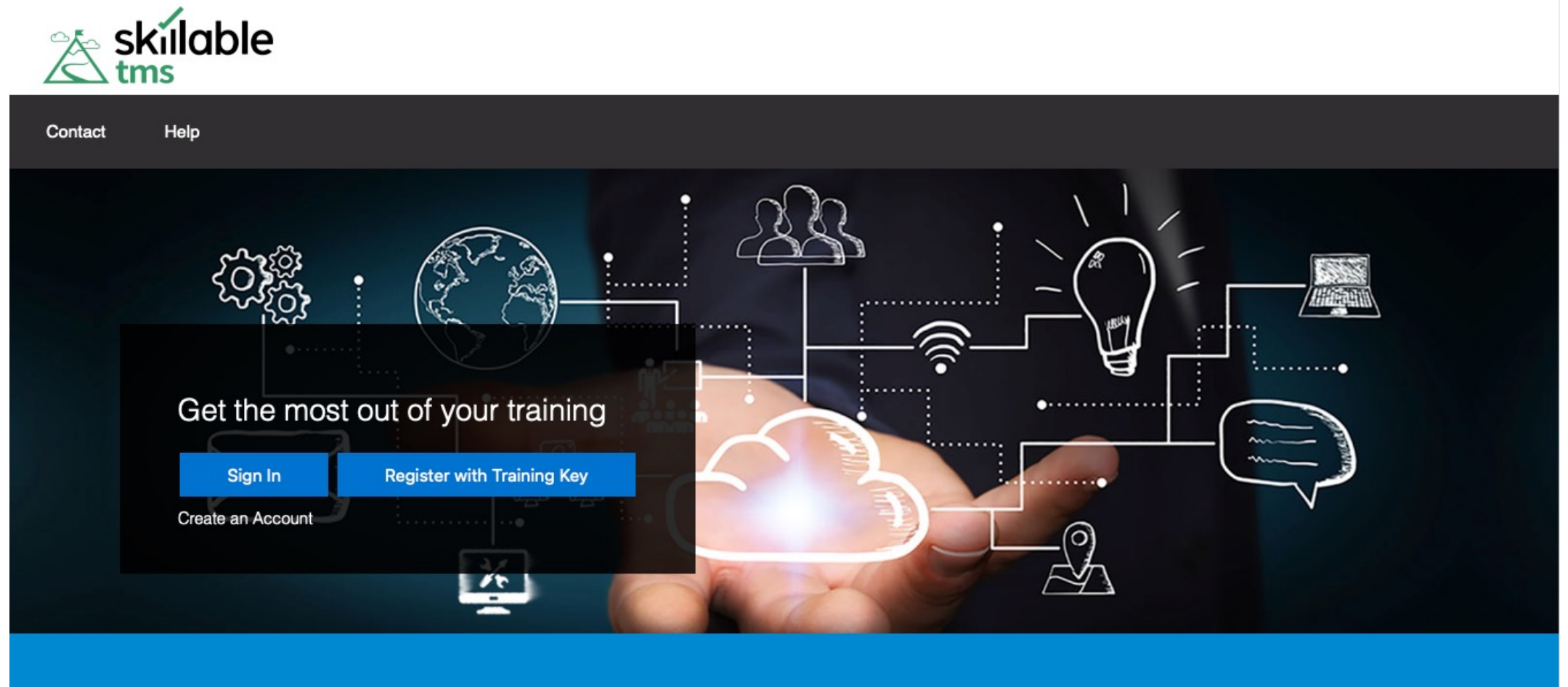
Advanced Microsoft  
Excel 2016 Training on Skillable VM





# Skillable access

<https://justit.learnondemand.net/User/Login>



# Skillable access



The screenshot shows a Skillable interface for a course titled "Advanced Microsoft Excel 2016". The title is in blue text, followed by "(Expected Duration 8 hours)" in grey. To the left of the title is a small icon of a person at a computer. Below the title, the text "Advanced Microsoft Excel 2016, All Labs" is visible. A blue arrow points from the top left towards the title. Below the title are two grey buttons: "Launch" and "Cancel". In the bottom right corner, the text "Enabled" is followed by a blue checkmark icon. A small information icon (i in a circle) is in the top right corner. A tooltip is visible on the left side of the interface, containing the text "Advanced Microsoft Excel 2016".

Advanced Microsoft Excel 2016 (Expected Duration 8 hours)

Advanced Microsoft Excel 2016, All Labs

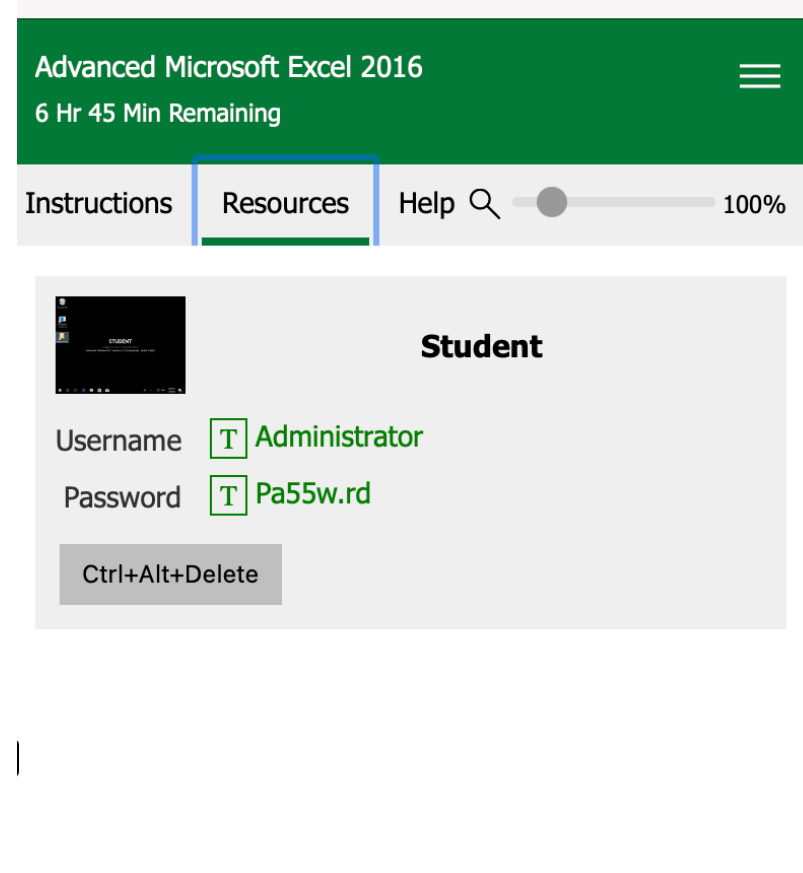
Launch Cancel

Enabled ☒

# Skillable access

After launching the lab, you can login to the remote Windows environment using the credentials given on the instructions of the lab.

Do not use your phone for the labs, you won't be able to connect properly and do the exercises using Excel!

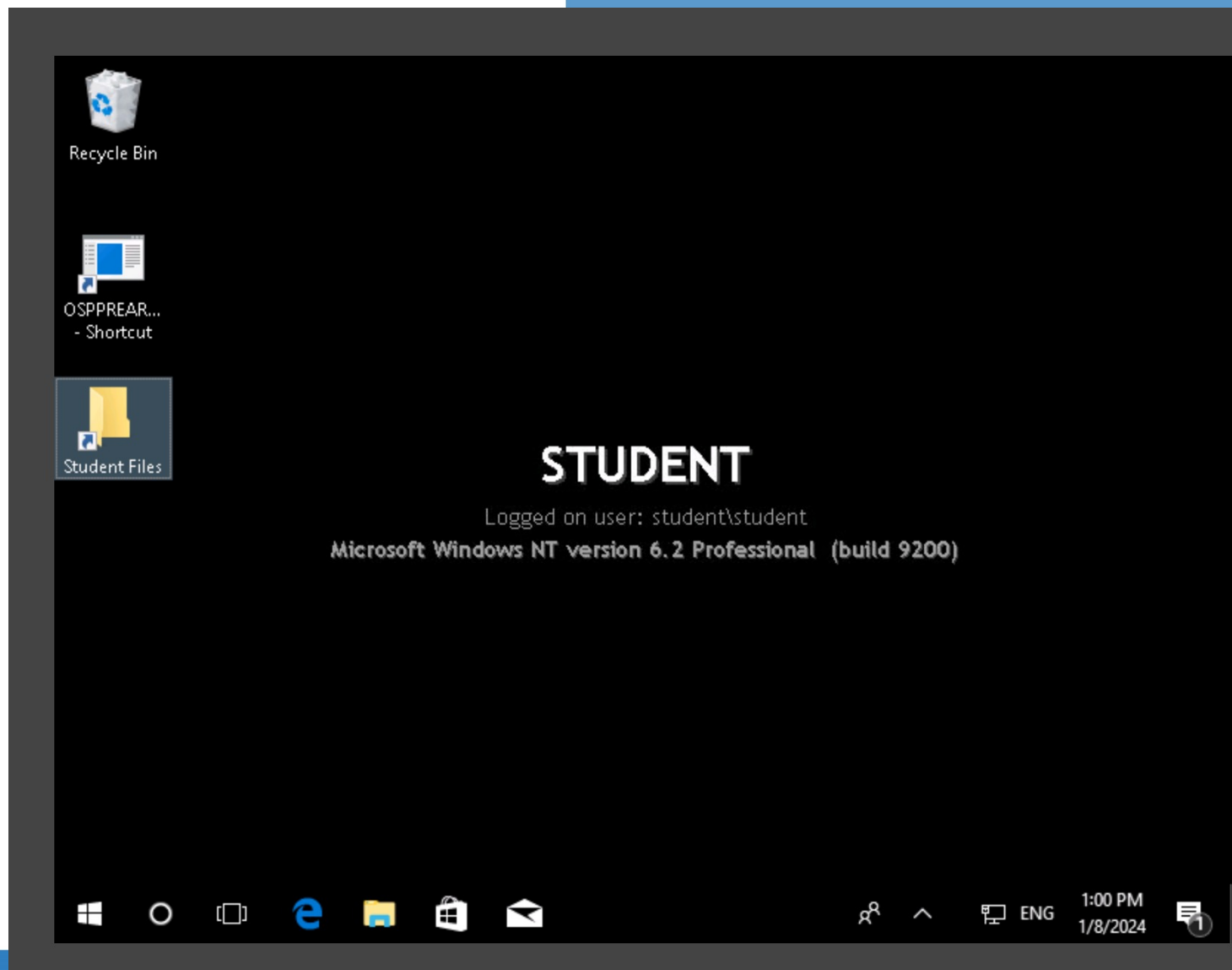


The screenshot shows the Skillable lab interface for 'Advanced Microsoft Excel 2016'. The top green header displays the lab title and '6 Hr 45 Min Remaining'. Below this is a navigation bar with 'Instructions', 'Resources' (highlighted with a blue box), and 'Help' (with a search icon). A progress slider is set to 100%. The main content area is titled 'Student' and contains a small thumbnail of a Windows desktop. Below the thumbnail, the login credentials are listed: Username 'Administrator' and Password 'Pa55w.rd', each preceded by a green box with a white 'T'. At the bottom of the login section is a grey button labeled 'Ctrl+Alt+Delete'.



# Skillable

Once connected, go to The **Students File folder** where the **Excel2016 folder** is located with exercise files you can use.



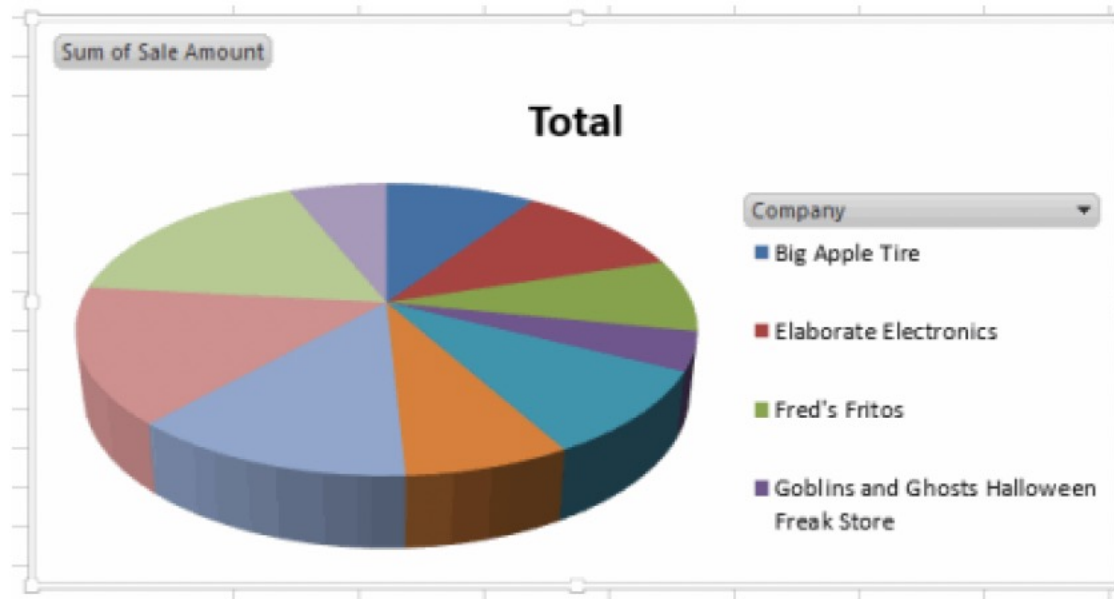
# Pivot tables

- **Exercise :Working with Pivot Tables**
- In this exercise, you will practice using pivot tables, pivot charts, and Slicers.
- 1. Open PivotTables.xlsx from your Excel2016.3/Exercises folder on Skillable.
- 2. Insert a pivot table in a new worksheet showing total sales by company.
- Format the numbers as Currency and show zero decimal places. The pivot table should look like the following image on the left.
- Add conditional formatting

Row Labels	Sum of Sale Amount
Big Apple Tire	\$34,295
Elaborate Electronics	\$39,328
Fred's Fritos	\$29,635
Goblins and Ghosts Halloween Freak Store	\$15,710
Happy Harold's Hardware	\$34,649
Just Another Silly Name, Inc.	\$26,756
Mowing, Mulching and More	\$45,862
Pleasant Perfumes Corporation	\$55,198
Purple Frog Potato Chips	\$62,950
Stunning Stan's Barber Shop	\$22,365
<b>Grand Total</b>	<b>\$366,748</b>

# Pivot tables

- 3. Insert a pivot chart that looks like the chart below:





# Pivot tables

- 4. Insert a pivot table in a new worksheet showing total sales in each calendar year by industry.

Format the numbers as Currency and show zero decimal places. The pivot table should look like the following image:

Sum of Sale Amount Column Labels ▼					
Row Labels ▼	2008	2009	2010	2011	Grand Total
Beauty	\$16,567	\$7,634	\$573		\$24,774
Electronics				\$9,355	\$9,355
Service		\$989	\$2,456		\$3,445
Snack Foods		\$4,687			\$4,687
<b>Grand Total</b>	<b>\$16,567</b>	<b>\$13,310</b>	<b>\$3,029</b>	<b>\$9,355</b>	<b>\$42,261</b>

- 5. Insert Slicers to analyse sales by salesperson and product in addition to industry.