

Use Functions, Formulas, and Charts in Google Sheets: Challenge Lab

GSP379



- Google Sheets challenge lab tests mastery of data analysis and presentation skills for multi-location bakery operations.
- **Topics Covered:**
 - Data Validation: Formulas (TRIM, PROPER, COUNTIF) + dropdown rules preventing entry errors.
 - Sorting/Search: Find & replace, FILTER/QUERY for customer/inventory lookups.
 - Charts: Create pie/column/line charts → embed in Google Slides presentation.
 - Statistics: AVERAGE, MEDIAN, MODE for visitor/sales analysis across cities.
 - Pivot Tables: Rows (location), columns (product), values (revenue/traffic).
- **Real-world Application:**
 - Consolidate bakery data from 25+ locations, validate accuracy, visualize trends, present to executives—all in Google Workspace with zero coding required.

Use Functions, Formulas, and Charts in Google Sheets: Challenge Lab

 Lab  15 minutes  No cost  Intermediate

A row of five solid orange stars, representing a high rating or review.

ⓘ This lab may incorporate AI tools to support your learning.

The screenshot shows a Google Cloud Self-Paced Labs interface for a challenge lab titled "Use Functions, Formulas, and Charts in Google Sheets". The page includes navigation links, a sidebar with setup instructions and requirements, a timer indicating 1 hour and 29 minutes and 57 seconds remaining, and a note about AI tool integration. The main content area features the lab title, difficulty level (Intermediate), and a star rating. A blue callout box highlights that the lab may incorporate AI tools. The sidebar also lists specific tasks and a "Lab instructions and tasks" section.

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Contents Use Functions, Formulas, and Charts in Google Sheets

Lab setup instructions and requirements

End Lab 01:11:47 Time limit

Caution: When you are in the console, do not deviate from the lab instructions. Doing so may cause your account to be blocked. Learn more.

Open Google Drive

User Email: student-03-a7eb44bf4f8e@

Password: E2D5aqgjQtTk

Task 3. Create a chart

Using data in the **Staff Directory** sheet, create a chart that shows the roles of staff members.

Google Slides makes it easy to present slideshows with embedded charts from Google Sheets. Create a new Google Slides presentation with an embedded chart and use **Staff Roles** as the filename.

Click *Check my progress* to verify the objective.

Create a chart.

Check my progress

Task 4. Calculate descriptive statistics

Low visibility Now

Search

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1	First Name	Updated First Name	Last Name	Role	Email Address	Valid Email Address?	Birthday	Orientation Date	Finalized Orientation Date		
2	VictoR	Victor	Olatunji	Cashier	Victor.Olatunji@mail.com	TRUE	Jan-15	Oct-8	Oct-8		
3	Glenn	Glenn	Burnett	Cashier	Glenn.Burnett@mail.com	TRUE	Feb-2	Oct-8	Oct-8		
4	GABRIEL	Gabriel	Kim	Dishwasher	Gabriel.Kim@mail.com	TRUE	Feb-28	Oct-8	Oct-8		
5	Jacob	Jacob	Cruz	Delivery Driver	Jacob.Cruz@mailcom	FALSE	Mar-17	Oct-8	Oct-8		
6	Samantha	Samantha	Harding	Baker / Pastry Chef	Samantha.Harding@mail.com	FALSE	Apr-22	Oct-5	Oct-10		
7	Misty	Misty	Murray	Baker / Pastry Chef	Misty.Murray@mail.com	TRUE	Jun-7	Oct-5	Oct-10		
8	Adrian	Adrian	Flores	Manager	Adrian.Flores@mail.com	TRUE	Jun-29	Oct-8	Oct-8		
9	Eric	Eric	Singh	Baker / Pastry Chef	Eric.Singh@mail.com	TRUE	Jul-1	Oct-5	Oct-10		
10	Cheryl	Cheryl	Velasquez	Baker / Pastry Chef	Cheryl.Velasquez@mail.com	TRUE	Aug-18	Oct-5	Oct-10		
11	holly	Holly	Woodward	Kitchen Assistant	Holly.Woodward@mail.com	TRUE	Sep-3	Oct-5	Oct-10		
12	Ana	Ana	Richards	Dishwasher	Ana.Richards@mail.com	TRUE	Sep-20	Oct-8	Oct-8		
13	joseph	Joseph	Wu	Kitchen Assistant	Joseph.Wu@mail.com	TRUE	Oct-14	Oct-5	Oct-10		
14	Christine	Christine	Pollard	Cashier	Christine.Pollard@mail.com	TRUE	Nov-18	Oct-8	Oct-8		
15	Elizabeth	Elizabeth	James	Kitchen Assistant	Elizabeth.James@mail.com	TRUE	Dec-14	Oct-5	Oct-10		
16	Sally	Sally	Salinas	Manager	Sally.Salinas@mail.com	TRUE	Dec-28	Oct-8	Oct-8		
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18	Victor.Olatunji@mail.com										
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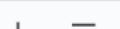


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12	Ana	Ana	Richards	Dishwasher	Ana.Richards@mail.com	TRUE	Sep-20	Oct-8	Oct-8	
13	joseph	Joseph	Wu	Kitchen Assistant	Joseph.Wu@mail.com	TRUE	Oct-14	Oct-5	Oct-10	
14	Christine	Christine	Pollard	Cashier	Christine.Pollard@mail.com	TRUE	Nov-18	Oct-8	Oct-8	
15	Elizabeth	Elizabeth	James	Kitchen Assistant	Elizabeth.James@mail.com	TRUE	Dec-14	Oct-5	Oct-10	
16	Sally	Sally	Salinas	Manager	Sally.Salinas@mail.com	TRUE	Dec-28	Oct-8	Oct-8	
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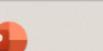
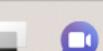


Staff Directory

Customer Ratings

Pivot Table 1

Count: 16



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Generate a table New

Pre-built tables

Timeline

Chart

Pivot table

Image

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Link Ctrl+K

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Emoji

Smart chips

Staff Directory

Customer Ratings

Pivot Table 1

Count: 16

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Email Address Valid Email Address? Birthday Orientation Date Finalized Orientation Date

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	Email Address	Valid Email Address?	Birthday	Orientation Date	Finalized Orientation Date		
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12	Ana	Ana.Richards@mail.com	TRUE	Sep-20	Oct-8	Oct-8	
13	joseph	Joseph.Wu@mail.com	TRUE	Oct-14	Oct-5	Oct-10	
14	Christine	Christine.Pollard@mail.com	TRUE	Nov-18	Oct-8	Oct-8	
15	Elizabeth	Elizabeth.James@mail.com	TRUE	Dec-14	Oct-5	Oct-10	
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D:D Role

	A	B	C	D	E	F	G	H
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5	Jacob	Jacob					Mar-17	Oct-8
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11	holly	Holly					Sep-3	Oct-5
12	Ana	Ana					Sep-20	Oct-8
13	joseph	Joseph					Oct-14	Oct-5
14	Christine	Christine					Nov-18	Oct-8
15	Elizabeth	Elizabeth					Dec-14	Oct-5
16	Sally	Sally					Dec-28	Oct-8
17								
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20								
21								

Count of Role

Kitchen Assistant
20.0%

Cashier
20.0%

Manager
13.3%

Dishwasher
13.3%

Baker / Pastry Chef
26.7%

Delivery Driver
6.7%

Setup

Customize

Describe the chart you want

Create charts for this data

Chart type

Pie chart

Data range

D1:D16

Label

Role

Aggregate

Add Value

Count: 16

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6	Samantha	Samantha						Oct-5
7	Misty	Misty						Oct-5
8	Adrian	Adrian						Oct-5
9	Eric	Eric						Oct-5
10	Cheryl	Cheryl						Oct-5
11	holly	Holly						Oct-5
12	Ana	Ana						Oct-5
13	joseph	Joseph						Oct-5
14	Christine	Christine						Oct-5
15	Elizabeth	Elizabeth						Oct-5
16	Sally	Sally						Oct-5
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19								Oct-5
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21								Oct-5

Count of Role

Kitchen Assistant
20.0%

Cashier
20.0%

Manager
13.3%

Baker / Pastry Chef
26.7%

Dishwasher
13.3%

Delivery Driver
6.7%

Contextual menu options for the chart:

- Edit chart
- Delete chart
- Download chart
- Publish chart
- Copy chart
- Move to own sheet
- Alt text

Chart editor

Setup

Customize

Enter a prompt here

Create charts for this data

Chart type

- PNG image (.png)
- PDF document (.pdf)
- Scalable Vector Graphics (.svg)

Label

Role

Aggregate

Value

Add Value

Count: 16

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1

Image

Text box

Shape

Building blocks

Diagram

Table

Chart

Line

Word art

Speaker spotlight

Video

Audio

Special characters

Animation

Link

Comment

Background

Layout

Theme

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File name: Count of Role

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Count of Role

1 Kitchen Assistant 20.0%

2 Cashier 20.0%

3 Manager 13.3%

4 Dishwasher 13.3%

5 Delivery Driver 6.7%

6 Baker / Pastry Chef 26.7%

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Air: Poor Tomorrow

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Role	Percentage
Baker / Pastry Chef	26.7%
Kitchen Assistant	20.0%
Cashier	20.0%
Manager	13.3%
Dishwasher	13.3%
Delivery Driver	6.7%

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Lab setup instructions and requirements

End Lab 01:13:29 Time limit

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User Email: student-03-a7eb44bf4f8e@ G

Password: E2D5aqgjQtTk G

Task 1. Clean and validate data

On the Rise Bakery has a staff directory for its newest location. After signing into Google Drive using the username and password provided for this lab, open the **On the Rise Bakery Business Challenge** file that has been created for you.

On the **Staff Directory** sheet, the first names of several employees are not properly capitalized. In column B, use a function to capitalize only the first letter of employee first names.

Which of the following functions checks whether a value is a valid email address?

- ISEMAILADDRESS
- ISEMAIL
- ISREALEMAIL
- EMAIL

Submit

20/100 Lab instructions and tasks

GSP379 Overview Setup Challenge scenario Task 1. Clean and validate data Task 2. Organize and find data Task 3. Create a chart Task 4. Calculate descriptive statistics Task 5. Create a pivot table Congratulations!

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On the Rise Bakery Business Challenge

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B2 =PROPER(A2)

Summarize this data

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Updated First Name	Last Name	Role	Email Address	Valid Email Address?	Birthday	Orientation Date	Finalized Orientation Date		
2	VictoR	=PROPER(A2)	Olatunji	Cashier	Victor.Olatunji@mail.com	TRUE	Jan-15	Oct-8	Oct-8		
3	Glenn	Glenn	Burnett	Cashier	Glenn.Burnett@mail.com	TRUE	Feb-2	Oct-8	Oct-8		
4	GABRIEL	Gabriel	Kim	Dishwasher	Gabriel.Kim@mail.com	TRUE	Feb-28	Oct-8	Oct-8		
5	Jacob	Jacob	Cruz	Delivery Driver	Jacob.Cruz@mailcom	FALSE	Mar-17	Oct-8	Oct-8		
6	Samantha	Samantha	Harding	Baker / Pastry Chef	Samantha.Harding@mail.com	FALSE	Apr-22	Oct-5	Oct-10		
7	Misty	Misty	Murray	Baker / Pastry Chef	Misty.Murray@mail.com	TRUE	Jun-7	Oct-5	Oct-10		
8	Adrian	Adrian	Flores	Manager	Adrian.Flores@mail.com	TRUE	Jun-29	Oct-8	Oct-8		
9	Eric	Eric	Singh	Baker / Pastry Chef	Eric.Singh@mail.com	TRUE	Jul-1	Oct-5	Oct-10		
10	Cheryl	Cheryl	Velasquez	Baker / Pastry Chef	Cheryl.Velasquez@mail.com	TRUE	Aug-18	Oct-5	Oct-10		
11	holly	Holly	Woodward	Kitchen Assistant	Holly.Woodward@mail.com	TRUE	Sep-3	Oct-5	Oct-10		
12	Ana	Ana	Richards	Dishwasher	Ana.Richards@mail.com	TRUE	Sep-20	Oct-8	Oct-8		
13	joseph	Joseph	Wu	Kitchen Assistant	Joseph.Wu@mail.com	TRUE	Oct-14	Oct-5	Oct-10		
14	Christine	Christine	Pollard	Cashier	Christine.Pollard@mail.com	TRUE	Nov-18	Oct-8	Oct-8		
15	Elizabeth	Elizabeth	James	Kitchen Assistant	Elizabeth.James@mail.com	TRUE	Dec-14	Oct-5	Oct-10		
16	Sally	Sally	Salinas	Manager	Sally.Salinas@mail.com	TRUE	Dec-28	Oct-8	Oct-8		
17											
18	Victor.Olatunji@mail.com										
19											
20											
21											

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Lab setup instructions and requirements

End Lab 01:12:07 Time limit

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Open Google Drive

User Email: student-03-a7eb44bf4f8e@

Password: E2D5aqgjQtTk

Task 2. Organize and find data

You're coordinating orientation for new staff members. To ensure that you don't miss any celebrations, you must organize the **Staff Directory** sheet in order of the birthdays listed in column G.

Due to a change in the availability of a facilitator, the food handling training on October 5 is rescheduled to October 10. Update column I to reflect this change.

At least one manager must be notified of this change. In cell A18, use a function to retrieve the email address of at least one manager from the spreadsheet.

Click *Check my progress* to verify the objective.

Organize and find data.

Check my progress

Task 3. Create a chart

Previous Next

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20/100 Lab instructions and tasks

GSP379 Overview Setup Challenge scenario Task 1. Clean and validate data Task 2. Organize and find data Task 3. Create a chart Task 4. Calculate descriptive statistics Task 5. Create a pivot table Congratulations!

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<	>	C	h	https://docs.google.com/spreadsheets/d/1h3kcCPIVRLyUVwaaOdsxJjbS6ba-tUn7r-b0XRLb5lc/edit?gid=850366373#gid=850366373	3											
a	Free AI Paraphrasin...	Transcript of Case St...	GCP-LAB	Hydra	datawarehouse											
File	Edit	View	Insert	Format	Data Tools Extensions Help Gemini											
Share	⋮	⋮	⋮	⋮	s											
A18		=VLOOKUP(A2, A2:E16, 5, False)		Summarize this data												
1	First Name	Updated First Name	Last Name	Role	Email Address	Valid Email Address?	Birthday	Orientation Date	Finalized Orientation Date	J	K					
2	VictoR	Victor	Olatunji	Cashier	Victor.Olatunji@mail.com	TRUE	Jan-15	Oct-8	Oct-8							
3	Glenn	Glenn	Burnett	Cashier	Glenn.Burnett@mail.com	TRUE	Feb-2	Oct-8	Oct-8							
4	GABRIEL	Gabriel	Kim	Dishwasher	Gabriel.Kim@mail.com	TRUE	Feb-28	Oct-8	Oct-8							
5	Jacob	Jacob	Cruz	Delivery Driver	Jacob.Cruz@mailcom	FALSE	Mar-17	Oct-8	Oct-8							
6	Samantha	Samantha	Harding	Baker / Pastry Chef	Samantha.Harding@mail.com	FALSE	Apr-22	Oct-5	Oct-10							
7	Misty	Misty	Murray	Baker / Pastry Chef	Misty.Murray@mail.com	TRUE	Jun-7	Oct-5	Oct-10							
8	Adrian	Adrian	Flores	Manager	Adrian.Flores@mail.com	TRUE	Jun-29	Oct-8	Oct-8							
9	Eric	Eric	Singh	Baker / Pastry Chef	Eric.Singh@mail.com	TRUE	Jul-1	Oct-5	Oct-10							
10	Cheryl	Cheryl	Velasquez	Baker / Pastry Chef	Cheryl.Velasquez@mail.com	TRUE	Aug-18	Oct-5	Oct-10							
11	holly	Holly	Woodward	Kitchen Assistant	Holly.Woodward@mail.com	TRUE	Sep-3	Oct-5	Oct-10							
12	Ana	Ana	Richards	Dishwasher	Ana.Richards@mail.com	TRUE	Sep-20	Oct-8	Oct-8							
13	joseph	Joseph	Wu	Kitchen Assistant	Joseph.Wu@mail.com	TRUE	Oct-14	Oct-5	Oct-10							
14	Christine	Christine	Pollard	Cashier	Christine.Pollard@mail.com	TRUE	Nov-18	Oct-8	Oct-8							
15	Elizabeth	Elizabeth	James	Kitchen Assistant	Elizabeth.James@mail.com	TRUE	Dec-14	Oct-5	Oct-10							
16	Sally	Sally	Salinas	Manager	Sally.Salinas@mail.com	TRUE	Dec-28	Oct-8	Oct-8							
17																
18		=VLOOKUP(A2, A2:E16, 5, False)														
19																
20																
21																
+ ⏹	Staff Directory	Customer Ratings	Pivot Table 1													
5 Low visibility Now	Search	Cloud	File	Folder	Microsoft Edge	Firefox	Chrome	Opera	IE	Cam	Video	Image	Settings	ENG IN	02:59 PM	22-12-2025

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Contents Use Functions, Formulas, and Charts in Google Sheets

Lab setup instructions and requirements

End Lab 01:09:56 Time limit

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Open Google Drive

User Email: student-03-a7eb44bf4f8e@

Password: E2D5aqgjQtTk

60/100 Lab instructions and tasks

GSP379 Overview Setup Challenge scenario Task 1. Clean and validate data Task 2. Organize and find data Task 3. Create a chart Task 4. Calculate descriptive statistics Task 5. Create a pivot table Congratulations!

Task 4. Calculate descriptive statistics

On the Rise Bakery needs help with analyzing the **Customer Rating** sheet, which has data from 100 different orders.

Calculate the average, median, range, and standard deviation of data in cells C2:C101 to complete the descriptive statistics table that spans cells E3:F8.

Which of the following is a function that is used to calculate range? (Select TWO)

- MAX
- RANGE
- RANK
- MIN

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On the Rise Bakery Business Challenge

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F5 =AVERAGE(C2:C101) Summarize this data

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Item	Quantity Purchased	Customer Rating										
2	Donut Holes	5	4.78										
3	Donut Holes	10	4.62										
4	Glazed Donuts	6	4.87										
5	Glazed Donuts	12	4.54										
6	Glazed Donuts	24	4.91										
7	Chocolate Donuts	3	4.61										
8	Chocolate Donuts	6	4.85										
9	Chocolate Donuts	12	3.61										
10	Mini Muffins	3	4.04										
11	Mini Muffins	8	4.4										
12	Biscuits	1	3.92										
13	Biscuits	3	4.94										
14	Cinnamon buns	1	5										
15	Cinnamon buns	2	5										
16	Donut Holes	5	4.81										
17	Donut Holes	10	5										
18	Glazed Donuts	6	4.83										
19	Glazed Donuts	12	5										
20	Glazed Donuts	24	5										
21	Chocolate Donuts	3	4.92										
22	Chocolate Donuts	6	4.52										
23	Chocolate Donuts	12	5										

Customer Ratings	
Average	4.6117
Median	4.775
Range	2.1
Standard Deviation	0.4304755533

+ Staff Directory

Customer Ratings

Pivot Table 1

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On the Rise Bakery Business Challenge

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F6 =MEDIAN(C2:C101)

Summarize this data

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Item	Quantity Purchased	Customer Rating										
2	Donut Holes	5	4.78										
3	Donut Holes	10	4.62										
4	Glazed Donuts	6	4.87										
5	Glazed Donuts	12	4.54										
6	Glazed Donuts	24	4.91										
7	Chocolate Donuts	3	4.61										
8	Chocolate Donuts	6	4.85										
9	Chocolate Donuts	12	3.61										
10	Mini Muffins	3	4.04										
11	Mini Muffins	8	4.4										
12	Biscuits	1	3.92										
13	Biscuits	3	4.94										
14	Cinnamon buns	1	5										
15	Cinnamon buns	2	5										
16	Donut Holes	5	4.81										
17	Donut Holes	10	5										
18	Glazed Donuts	6	4.83										
19	Glazed Donuts	12	5										
20	Glazed Donuts	24	5										
21	Chocolate Donuts	3	4.92										
22	Chocolate Donuts	6	4.52										
23	Chocolate Donuts	12	5										

Customer Ratings	
Average	4.6117
Median	4.775
Range	2.1
Standard Deviation	0.4304755533

+ Staff Directory

Customer Ratings

Pivot Table 1

https://docs.google.com/spreadsheets/d/1h3kcCPIVRLyUVwaaOdsxJjbS6ba-tUn7r-b0XRLb5lc/edit?gid=850983124#gid=850983124 | 3

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On the Rise Bakery Business Challenge

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F7 =MAX(C2:C101)-MIN(C2:C101) Summarize this data

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Item	Quantity Purchased	Customer Rating										
2	Donut Holes	5	4.78										
3	Donut Holes	10	4.62										
4	Glazed Donuts	6	4.87										
5	Glazed Donuts	12	4.54										
6	Glazed Donuts	24	4.91										
7	Chocolate Donuts	3	4.61										
8	Chocolate Donuts	6	4.85										
9	Chocolate Donuts	12	3.61										
10	Mini Muffins	3	4.04										
11	Mini Muffins	8	4.4										
12	Biscuits	1	3.92										
13	Biscuits	3	4.94										
14	Cinnamon buns	1	5										
15	Cinnamon buns	2	5										
16	Donut Holes	5	4.81										
17	Donut Holes	10	5										
18	Glazed Donuts	6	4.83										
19	Glazed Donuts	12	5										
20	Glazed Donuts	24	5										
21	Chocolate Donuts	3	4.92										
22	Chocolate Donuts	6	4.52										
23	Chocolate Donuts	12	5										

Customer Ratings	
Average	4.6117
Median	4.775
Range	2.1
Standard Deviation	0.4304755533

+ Staff Directory

Customer Ratings

Pivot Table 1

https://docs.google.com/spreadsheets/d/1h3kcCPIVRLyUVwaaOdsxJjbS6ba-tUn7r-b0XRLb5lc/edit?gid=850983124#gid=850983124 | 3

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F8 =STDEV(C2:C101)

Summarize this data

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Item	Quantity Purchased	Customer Rating										
2	Donut Holes	5	4.78										
3	Donut Holes	10	4.62										
4	Glazed Donuts	6	4.87										
5	Glazed Donuts	12	4.54										
6	Glazed Donuts	24	4.91										
7	Chocolate Donuts	3	4.61										
8	Chocolate Donuts	6	4.85										
9	Chocolate Donuts	12	3.61										
10	Mini Muffins	3	4.04										
11	Mini Muffins	8	4.4										
12	Biscuits	1	3.92										
13	Biscuits	3	4.94										
14	Cinnamon buns	1	5										
15	Cinnamon buns	2	5										
16	Donut Holes	5	4.81										
17	Donut Holes	10	5										
18	Glazed Donuts	6	4.83										
19	Glazed Donuts	12	5										
20	Glazed Donuts	24	5										
21	Chocolate Donuts	3	4.92										
22	Chocolate Donuts	6	4.52										
23	Chocolate Donuts	12	5										

Customer Ratings	
Average	4.6117
Median	4.775
Range	2.1
Standard Deviation	0.4304755533

Staff Directory

Customer Ratings

Pivot Table 1

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A:C A Item

	Item
1	Donut Holes
2	Donut Holes
3	Glazed Donuts
4	Glazed Donuts
5	Glazed Donuts
6	Chocolate Donuts
7	Chocolate Donuts
8	Chocolate Donuts
9	Chocolate Donuts
10	Mini Muffins
11	Mini Muffins
12	Biscuits
13	Biscuits
14	Cinnamon buns
15	Cinnamon buns
16	Donut Holes
17	Donut Holes
18	Glazed Donuts
19	Glazed Donuts
20	Glazed Donuts
21	Chocolate Donuts
22	Chocolate Donuts
23	Chocolate Donuts
24	Mini Muffins
25	All items

Cells Rows Columns Sheet Shift+F11

Generate a table New

Pre-built tables

Timeline

Chart

Pivot table

Image

Drawing

Function

Link Ctrl+K

Checkbox

Dropdown

Emoji

Smart chips

Sum: 461.17

Staff Directory Customer Ratings Pivot Table 1 Sheet1

6

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A:C Item

Summarize this data

	A	C
1	Item	Customer Rating
2	Donut Holes	4.78
3	Donut Holes	4.62
4	Glazed Donuts	4.87
5	Glazed Donuts	4.54
6	Glazed Donuts	4.91
7	Chocolate Donuts	4.61
8	Chocolate Donuts	4.85
9	Chocolate Donuts	3.61
10	Mini Muffins	4.04
11	Mini Muffins	4.4
12	Biscuits	3.92
13	Biscuits	4.94
14	Cinnamon buns	5
15	Cinnamon buns	5
16	Donut Holes	4.81
17	Donut Holes	5
18	Glazed Donuts	4.83
19	Glazed Donuts	5
20	Glazed Donuts	5
21	Chocolate Donuts	4.92
22	Chocolate Donuts	4.52
23	Chocolate Donuts	5
24	Mini Muffins	4.49

Create pivot table

Data range: Sheet1!A:C

Insert to:

New sheet

Existing sheet

Cancel Create

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Pivot table editor

Sheet1!A:C

Clear all

Suggested

- Sum of Quantity Purchased for each Item
- Average of Customer Rating for each Item
- Sum of Quantity Purchased, Average of Customer Rating for each Item

Add

Rows

Columns

Values

Filters

Search

Item

Quantity Purchased

Customer Rating

A1

1 Columns

2 Rows Values

3

4

5

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Staff Directory

Customer Ratings

Pivot Table 1

Sheet1

Pivot Table 3

6

Search

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File Edit View Insert Format Data Tools Extensions Help Gemini

A1 Item

	A	B	C	D	E	F	G	H	I	J
1	Item									
2	Biscuits									
3	Chocolate Donuts									
4	Cinnamon buns									
5	Donut Holes									
6	Glazed Donuts									
7	Mini Muffins									
8	Grand Total									
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										

Rows Add

Item Order Ascen... Sort Item

Show totals

Calculated Field

Item

Quantity Purchased

Customer Rating

Columns Add

Values Add

Filters Add

Sheet1 Pivot Table 1 Pivot Table 3

https://docs.google.com/spreadsheets/d/1h3kcCPIVRLyUVwaaOdsxJjbS6ba-tUn7r-b0XRLb5lc/edit?gid=690256544#gid=690256544 | 3

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On the Rise Bakery Business Challenge

File Edit View Insert Format Data Tools Extensions Help Gemini

A1 Item

	A	B	C	D	E	F	G	H	I	J
1	Item	SUM of Customer Rating								
2		0								
3	Biscuits	64.93								
4	Chocolate Donuts	88.64								
5	Cinnamon buns	65.96								
6	Donut Holes	74.95								
7	Glazed Donuts	105.1								
8	Mini Muffins	61.59								
9	Grand Total	461.17								
10										
11										
12										
13										
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17										
18										
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20										
21										
22										
23										
24										
25										

◆ Summarize this data

Pivot table editor

Search

Item

Quantity Purchased

Customer Rating

SUM

COUNTA

COUNT

COUNTUNIQUE

AVERAGE

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Filters Add

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E8 A B C D E F G H I J

1 Item AVERAGE of Cu #DIV/0!

2 Biscuits 4.637857143

3 Chocolate Donut 4.665263158

4 Cinnamon buns 4.711428571

5 Donut Holes 4.684375

6 Glazed Donuts 4.569565217

7 Mini Muffins 4.399285714

8 Grand Total 4.6117

Pivot table editor

Purchased, Average of Customer Rating for each Item

Rows Add

Item Order Sort by Ascen... Item

Show totals

Columns Add

Values Add

Customer Rating Summarize by Show as AVERA... Default

Filters Add

Search

Item

Quantity Purchased

Customer Rating

Staff Directory Customer Ratings Pivot Table 1 Sheet1 Pivot Table 3

6 Search

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Saving...

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Pivot table editor

E9 A B C D E F G H I J

Summarize this data

	Item	AVERAGE of Cu
1	Biscuits	4.637857143
3	Chocolate Donut	4.665263158
4	Cinnamon buns	4.711428571
5	Donut Holes	4.684375
6	Glazed Donuts	4.569565217
7	Mini Muffins	4.399285714
9	Grand Total	4.6117

Rows Add

Item Order Sort by Ascen... Item

Show totals

Columns Add

Values Add

Customer Rating Summarize by Show as AVERA... Default

Filters Add

Search

Item

Quantity Purchased

Customer Rating

Staff Directory Customer Ratings Pivot Table 1 Sheet1 Pivot Table 3

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F10 A B C D E F G H I J

1 Item AVERAGE of Cu
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8 Grand Total 4.6117

◆ Summarize this data

Pivot table editor

Purchased, Average of Customer Rating for each Item

Rows Add

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Show totals

Columns Add

Values Add

Customer Rating Summarize by Show as AVERA... Default

Filters Add

	A	B	C	D	E	F	G	H	I	J
1	Item	AVERAGE of Cu								
2	Biscuits	4.637857143								
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4	Cinnamon buns	4.711428571								
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Staff Directory Customer Ratings Pivot Table 1 Sheet1 Pivot Table 3



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