

Excel Activity – Pivot Tables

Open the Excel file **vgsales.xlsx**. The file contains data on video game sales from vgchartz.com with the following variables. You may need to press Enable Editing in the yellow bar.

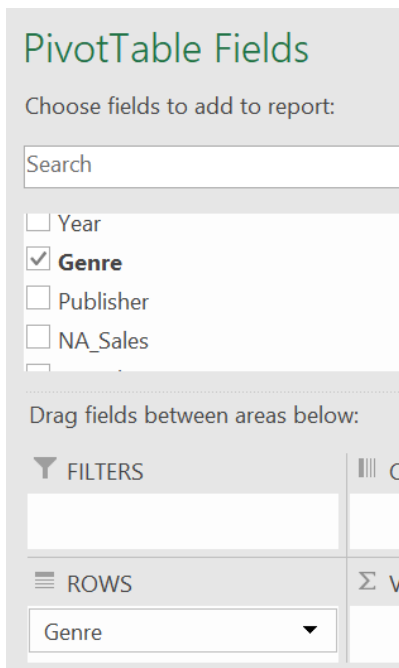
Rank	Ranking of overall sales
Name	The game's name
Platform	Platform of the games release (i.e. PC, PS4, etc.)
Year	Year of the game's release
Genre	Genre of the game
Publisher	Publisher of the game
NA_Sales	Sales in North America (in millions)
EU_Sales	Sales in Europe (in millions)
JP_Sales	Sales in Japan (in millions)
Other_Sales	Sales in the rest of the world (in millions)
Global_Sales	Total worldwide sales (in millions)



Average Sales by Video Game Genre

1. Select range A1-K16599. *Hint:* Click on any cell in the range and press Ctrl + A (for select all)
2. Insert, Pivot Table (Leftmost selection on the Insert tab on the Ribbon)

The screenshot shows an Excel spreadsheet with columns A through K. Column A is 'Rank', B is 'Name', C is 'Platform', D is 'Year', E is 'Genre', F is 'Publisher', G is 'NA_Sales', H is 'EU_Sales', I is 'JP_Sales', J is 'Other_Sales', and K is 'Global_Sales'. The data rows start from row 2. A 'Create PivotTable' dialog box is open in the center. It has two sections: 'Choose the data that you want to analyze.' and 'Choose where to place the PivotTable.' In the first section, 'Select a table or range' is selected, and the 'Table/Range' field contains 'vgsales!\$A\$1:\$K\$16599'. In the second section, 'New worksheet' is selected. The 'Table/Range' field in the second section is empty. There are 'Cancel' and 'OK' buttons at the bottom right of the dialog box.

3. Because you selected the data first, the range should be filled in as shown above, but if not specify the range A1 – K16599. Select New Worksheet for the Pivot table and press OK.
4. In the new worksheet, drag Genre from the Pivot Table Fields to Row Labels box (this will be done on right hand side of screen).



5. Drag each of the Sales variables (NA, EU, JP, Other, Global) to Values box.
6. To change the type of value in the Values box to "Average" rather than "Sum" for each Sales variable:
If using a Mac, click the  icon for each variable in the Values box. If using a PC, click on the  icon for each variable in the Values box and select the Value Field Settings and choose Average and press OK.

In the new Sheet1, columns A – F, now contain a *pivot table*, containing the averages for each the sales variables for each genre.

7. You may find it useful to enlarge the window by clicking "+" in the bottom righthand corner.
8. Rename the sheet tab (bottom left hand corner) to GenreSales. (Double click on Sheet2 and type in the name.)
9. Reduce the number of decimal places displayed: Highlight B4:E16 (click on cell B4, hold the mouse down, and click on cell E16). In the Home tab, find the Number section and click on the Decrease Decimal button until you have rounded to the hundredths place.
10. Add dollar signs: In the Number section, press the dollar sign symbol.
11. Delete the words Average and Sales from each column header and convey that information elsewhere in the table. Give a better name to the Row Labels and Grand Total cells. Also bold the row and column headers.
12. Highlight the genre that tends to have the highest sales: highlight the row and use Cell Styles to color code the entire row green.
13. Copy and paste into a Word file. Do some more fixing up (describe elsewhere in the word file) and add a figure number and title.
14. Summarize in 1-2 sentences what you learn from this table. Remember to give context and to refer to the table without restating a bunch of numbers. Make sure you include at least one comparative statement.

Submit your Excel file and your Word file, with discussion of anything else you did to fix up the table once in Word.