Project 3

# Objectives

* **Pivot Tables and Pivot Charts**
  + how pivots tables are used to summarize, analyze, explore and present data.
  + Create, Customize and Format the pivot tables.
  + Filtering, Sorting, and Creating Calculated Fields and Pivot Charts.
  + Grouping, Slicing and Timelines.

**Pivot Tables and Pivot Charts**

# Part 1

* The main data (in the “sales” sheet) are presented in a big data file, and it is hard to get proper analysis from huge data.
* Create **a pivot table and** Format the table to show the following:
  1. Show the grand total for each region across all the Items
  2. Show sum of Total for each Item depending on the region.
  3. Explore how to change the grand total appearance (Design bar then grand total)
  4. Filter the data in the report by month.

# Part 2 (Formatting)

* Change the cells **format** to currency with zero decimal places.
* Use Blue bars for the grand total of each region.
* Show only the bars using new formatting rule
* Explain in details why the sum of “Total” where the region is *“East”* and the Item is

*“Pen”* is $875

# Part 3 (Sort & Filter)

* **Filter** the data in the table to only show Items where the Total Values is Less than $8
* **Sort** Items in descending order

# Part 4 (Calculated Field)

* Show the bonus earned for each rep which is 5% of total sold items

# Part 5 (Pivot Charts)

* Show the max units sold for each item grouped by their Rep (sales Person)

# Part 6 (Grouping)

* Create a pivot table that **groups** the data by quarters showing the number of units sold from each item.

# Part 7 (Slicers)

* insert **slicers** in Excel to quickly and easily filter pivot tables. However, using the report filter gives the exact same result (It’s recommended when you are making a presentation or using dashboards).
* Show the number of items sold by each representative for each region.

# Part 8 (Timeline)

* insert slicers in Excel to quickly and easily select time periods to filter pivot tables (It’s recommended when you are making a presentation or using dashboards).
* Show the number of units sold in the West region in the second quarter. (Using slicers and **timeline**

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