

1. Where would you find the command to insert a Pivot Table?

1 / 1 point

- ☒ In the Tables section of the Insert Ribbon
- ☐ In the Data Tools section of the Data Ribbon
- ☐ In the Add Ins section of the Insert Ribbon

Correct

Correct! The command to create a Pivot Table is on the left-hand side of the Insert Ribbon in a section called Tables.

AutoSave

Off

File

Home

Insert

Page Layout

PivotTable

Recommended PivotTables

Table

Illustrations

2. When you click to create a Pivot Table, where is the Pivot Fields Pane?

1 / 1 point

- ☒ On the right-hand side of the Excel Screen
- ☐ In the grid area of the worksheet
- ☐ On the left-hand side of the Excel Screen

Correct

Correct! The Pivot Fields pane appears on the right side of the Excel work area.

PivotTable Fields

Choose fields to add to report:

Search

☐ Quarter 1

☐ Quarter 2

☐ Quarter 3

More Tables...

Drag fields between areas below:

Filters

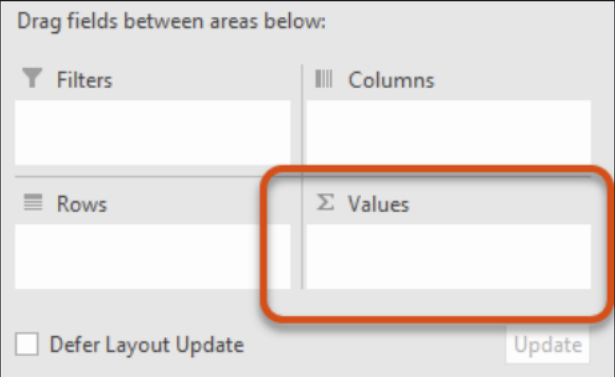
Columns

Rows

Σ Values

3. If you move one of the field headings into the highlighted box, what will happen?

1 / 1 point



- ☒ Excel will perform calculations on the field data.
- ☐ This will create rows of unique Field entries.
- ☐ The field data will be used as criteria.

Correct

Correct! Fields that are dragged to the Values area will have calculations performed on them or their values summarized.

4. You have added a Slicer to your worksheet to filter the results generated in the Pivot Table. Which of the following settings can you customize for Slicers? Select all options that apply.

1 / 1 point

☒ The position

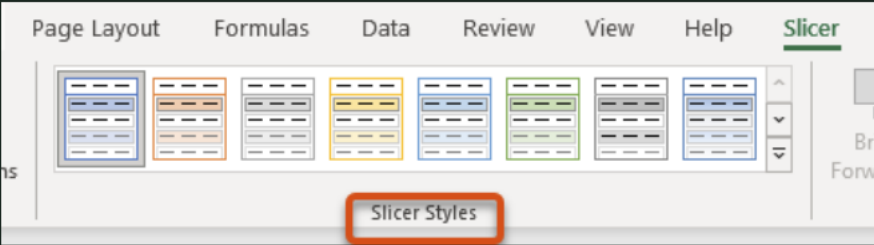
☒ Correct

Correct! Because the Slicer is a graphic you can drag it on the worksheet to reposition it.

☒ The color

☒ Correct

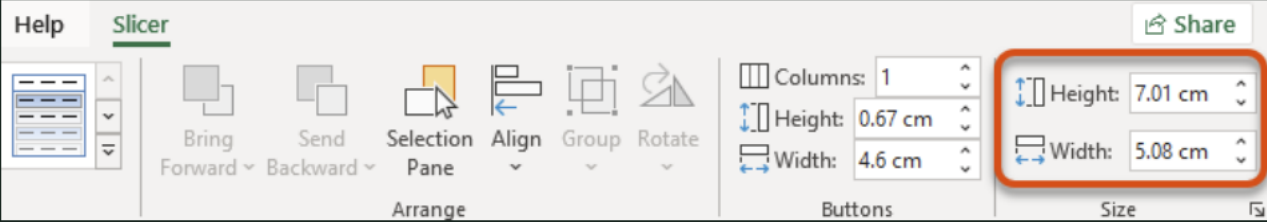
Correct! The Slicer ribbons contains several pre-set color schemes for the Slicer. You can also design your own.



☒ The size

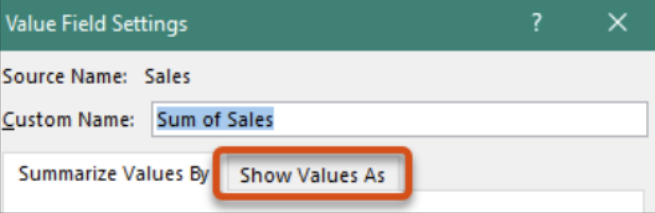
☒ Correct

Correct! Because the Slicer is a graphic you can use the circles that appear on the corners to drag and resize the edges. You could also use the height and width measurements on the right-hand side of the Slicer ribbon.



5. You have created a Pivot Table, totaling the company revenue for the last six months. In which situation would you use the options in the highlighted tab?

1 / 1 point



- ☐ You would use it to display the individual monthly totals as percentages of the overall total.
- ☐ You would use it to change the formatting of the figures generated by the Pivot Table.
- ☐ You would use it to change the results in the Pivot Report from Sums to Averages.

☒ Correct

Correct! The “Show Values As” tab offers different customized calculations that you can perform on the results.

