



Hands-on Exercise No. 2 Solution
DigiSkills 2.0 Batch-05
Data Analytics and Business Intelligence

Total Marks: 10

Instructions:

Please read the following instructions carefully before submitting this Hands-on Exercise:

- Use MS Word to prepare exercise solution.
- You may consult tutorials and videos if the concept is not clear.
- Your submitted exercise will not be considered/counted if:
 - It is submitted after due date.
 - It is not in the required format (.doc or .docx)
 - It does not open, or file is corrupt.
 - It is copied (partial or full) from any source (websites, forums, students, etc.)

Learning Outcome:

After completing this exercise, you shall be able to:

- Create a pivot table using Google Sheets.
- Generate a Combo Chart.
- Generate a 3D Pie Chart.

Solution:

Tasks:

- 1) Please download the dataset file named "Top_customer" from the Download section in your LMS or by clicking on the following link:

https://lms.digiskills.pk/Courses/DBI101/Downloads/top_customer.xlsx

After downloading the file, please upload it to your Google Drive. Once uploaded, provide a screenshot of the uploaded file.

Top Customer (hands on exercise 2 - data file)

File Edit View Insert Format Data Tools Help

100% 123 Calibri 12 B I A

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
CUSTOMER	REGION	ORDER DATE	SALES	MONTH	YEAR											
Acme, Inc.	NORTH	15/1/2013	\$26,884	January	2013											
Widget Corp	SOUTH	14/2/2013	\$46,174	February	2013											
123 Warehousing	EAST	16/3/2013	\$44,802	March	2013											
Demo Company	WEST	15/4/2013	\$49,049	April	2013											
Smith and Co.	NORTH	15/5/2013	\$80,369	May	2013											
Foo Bars	SOUTH	14/6/2013	\$53,522	June	2013											
ABC Telecom	EAST	14/7/2013	\$67,320	July	2013											
Fake Brothers	WEST	13/8/2013	\$66,663	August	2013											
Acme, Inc.	NORTH	12/9/2013	\$58,146	September	2013											
Widget Corp	SOUTH	12/10/2013	\$83,288	October	2013											
123 Warehousing	EAST	11/11/2013	\$22,024	November	2013											
Demo Company	WEST	11/12/2013	\$64,750	December	2013											
Smith and Co.	NORTH	10/1/2014	\$53,586	January	2014											
Foo Bars	SOUTH	9/2/2014	\$14,333	February	2014											
ABC Telecom	EAST	11/3/2014	\$29,570	March	2014											
Fake Brothers	WEST	10/4/2014	\$83,468	April	2014											
Acme, Inc.	NORTH	10/5/2014	\$25,263	May	2014											
Widget Corp	SOUTH	9/6/2014	\$68,797	June	2014											
123 Warehousing	EAST	9/7/2014	\$49,562	July	2014											
Demo Company	WEST	8/8/2014	\$13,964	August	2014											
Smith and Co.	NORTH	7/9/2014	\$23,798	September	2014											
Foo Bars	SOUTH	7/10/2014	\$16,843	October	2014											
ABC Telecom	EAST	6/11/2014	\$78,715	November	2014											
Fake Brothers	WEST	6/12/2014	\$80,780	December	2014											
Acme, Inc.	NORTH	5/1/2015	\$56,959	January	2015											
Widget Corp	SOUTH	4/2/2015	\$47,189	February	2015											
123 Warehousing	EAST	6/3/2015	\$37,544	March	2015											
Demo Company	WEST	5/4/2015	\$53,413	April	2015											
Smith and Co.	NORTH	5/5/2015	\$20,816	May	2015											
Foo Bars	SOUTH	4/6/2015	\$85,607	June	2015											
ABC Telecom	EAST	4/7/2015	\$14,600	July	2015											

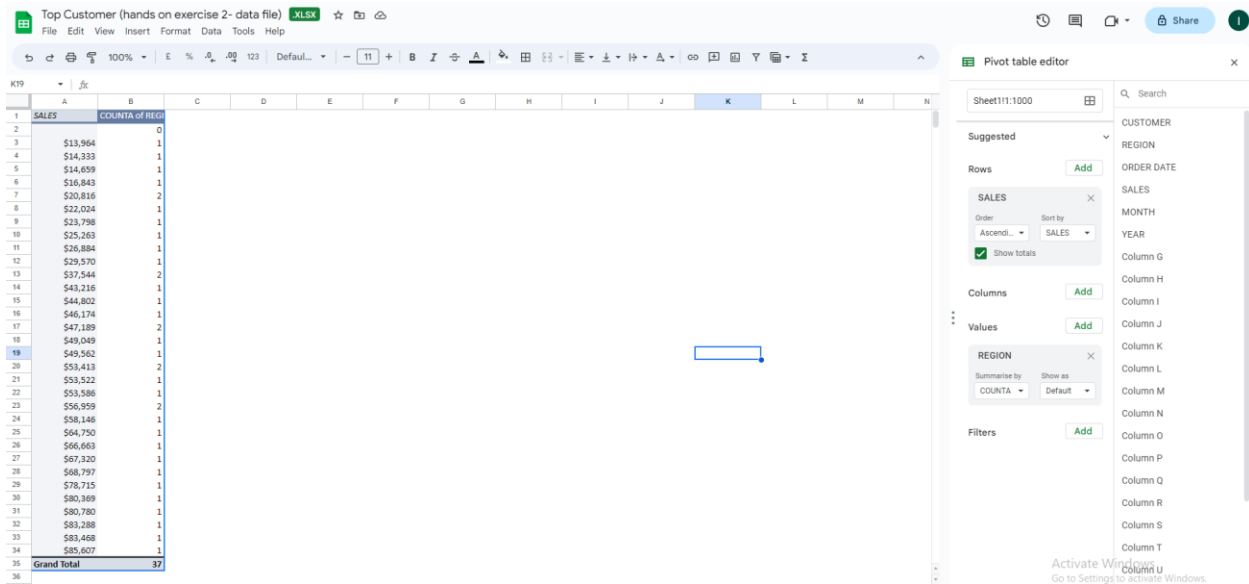
Conditional format rules

+ Add another rule

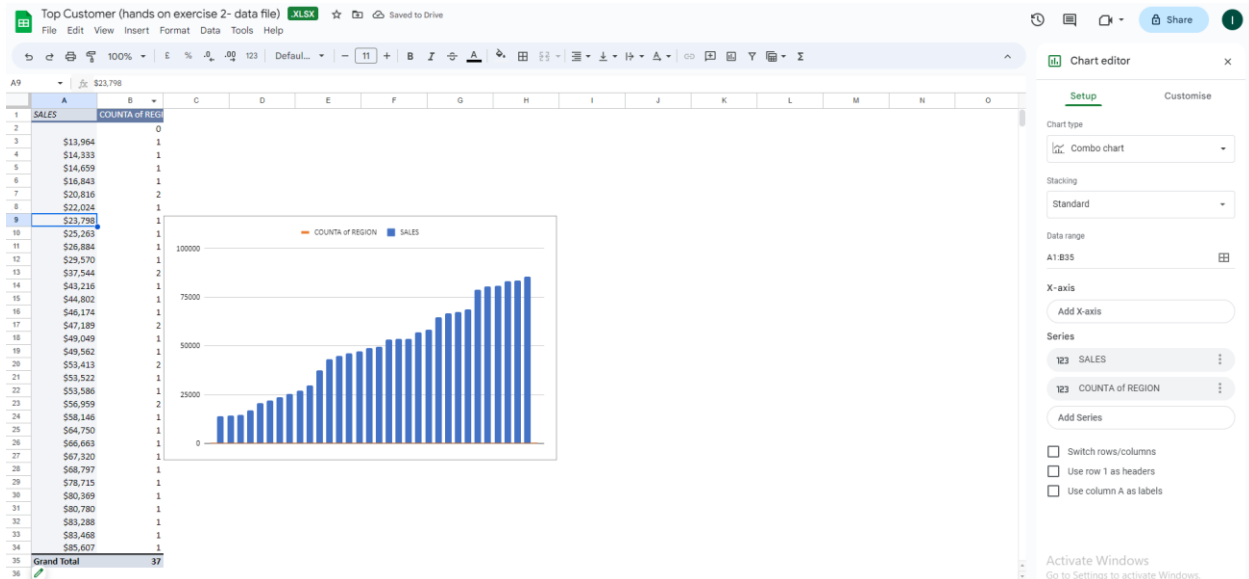
- 2) Create a Pivot Table of the whole data set and provide a screenshot.

[illegible]

- 3) After creating a Pivot Table, choose the “SALES” field in the Rows and “REGION” field in the Values and provide a screenshot.



- 4) Click the Insert tab, and then click Chart. Select the Chart type "Combo Chart," and the data range should be A1:B35. and provide a screenshot.



- 5) Click the Insert tab, and then click Chart. Select the Chart type "3D pie chart," and the data range should be A1:B35. and provide a screenshot.

