



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

Total Marks: 10
Due Date: 17/08/2023

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.

Problem Statement:

A pivot table is a powerful data analysis tool used in spreadsheet software to summarize and analyze large datasets in a structured and visually appealing manner. It enables users to transform raw data into meaningful insights by organizing and aggregating information based on selected columns. In this exercise you are required to perform all the given tasks:

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.

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

Requirements:

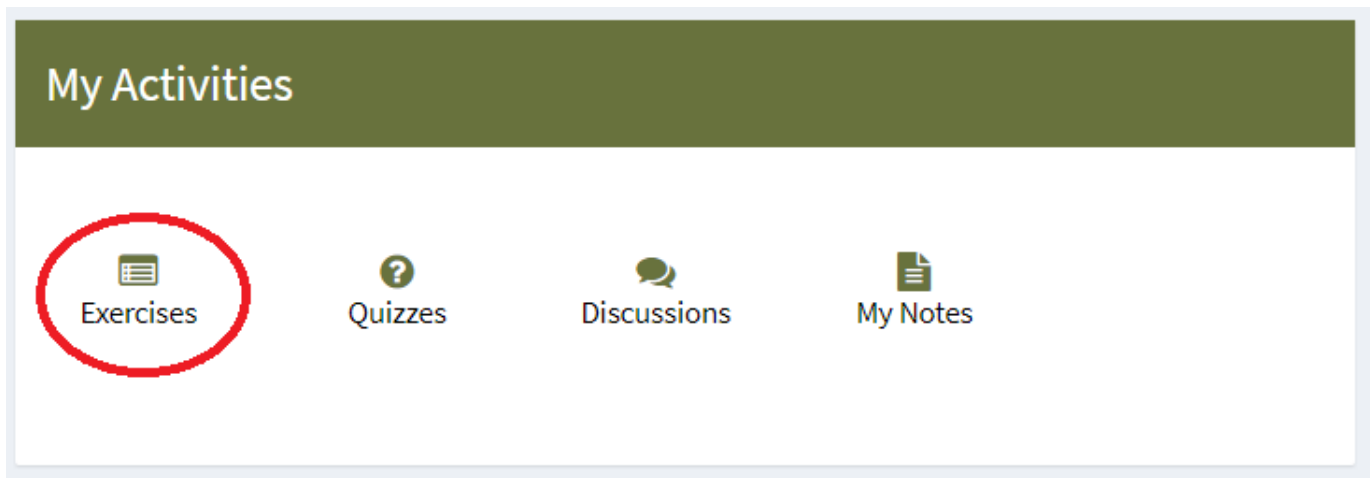
Provide screenshots of each task in MS Word solution file.

BEST OF LUCK ☺

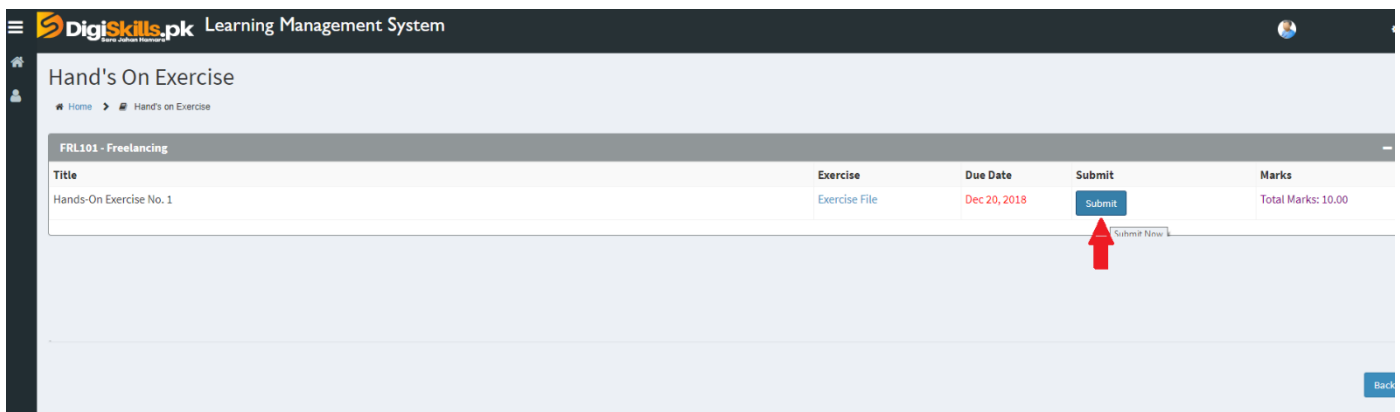
How to submit solution file on LMS?

Please perform the following steps for submitting your solution using LMS:

- 1) Login to the LMS.
- 2) Click on the **Exercises** button within the **My Activities** section.



- 3) Click on the submit button to upload your Solution.



- 4) Keep in mind to upload your Solution in .doc or .docx format.