



# **Excel-Skills-for-Business**

Macquarie University on Coursera

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# Content

## Course Certificates Completed

### ► Excel Skills for Business: Essentials

Included Type of Charts: Bar Chart, Pie Chart, Line Chart

### ► Excel Skills for Business: Intermediate I

Included Pivot Table and Slicer

### ► Excel Skills for Business: Intermediate II

Included Microsoft Excel Macro

### ► Excel Skills for Business: Advanced

Included Dashboard



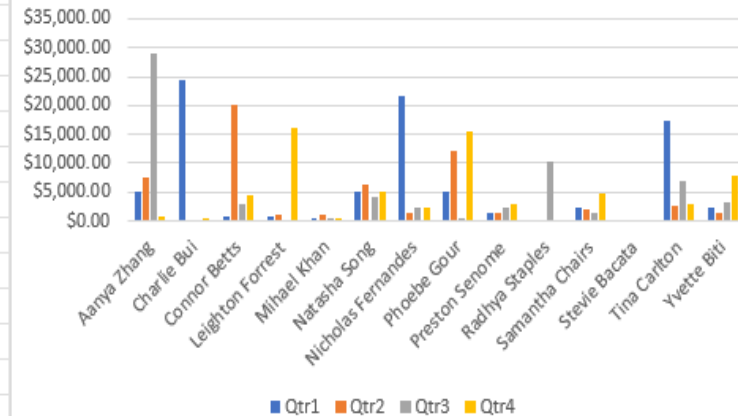
# Excel Skills for Business: Essentials

<https://github.com/izmian/Excel-Skills-for-Business/blob/main/Essentials%20-%20Charts.xlsx>

Sales Summary 2016

Acct Managers	Qtr1	Qtr2	Qtr3	Qtr4
Aanya Zhang	\$5,187.90	\$7,627.17	\$28,867.26	\$742.53
Charlie Bui	\$24,271.31	\$130.78	\$116.61	\$355.15
Connor Betts	\$854.08	\$20,123.65	\$3,050.18	\$4,373.98
Leighton Forrest	\$815.58	\$1,129.69	\$327.02	\$16,169.12
Mihael Khan	\$425.78	\$981.27	\$596.70	\$470.74
Natasha Song	\$5,080.74	\$6,259.31	\$4,265.86	\$4,956.43
Nicholas Fernande	\$21,787.86	\$1,533.62	\$2,191.42	\$2,384.04
Phoebe Gour	\$5,117.84	\$12,156.60	\$351.06	\$15,653.93
Preston Senome	\$1,326.07	\$1,415.98	\$2,314.11	\$2,817.60
Radhya Staples	\$0.00	\$3.32	\$10,373.59	\$206.16
Samantha Chairs	\$2,233.62	\$2,005.70	\$1,542.68	\$4,921.92
Stevie Bacata	\$0.00	\$91.10	\$0.00	\$0.00
Tina Carlton	\$17,247.36	\$2,512.24	\$7,003.82	\$2,952.73
Yvette Biti	\$2,252.16	\$1,476.92	\$3,293.39	\$7,731.78

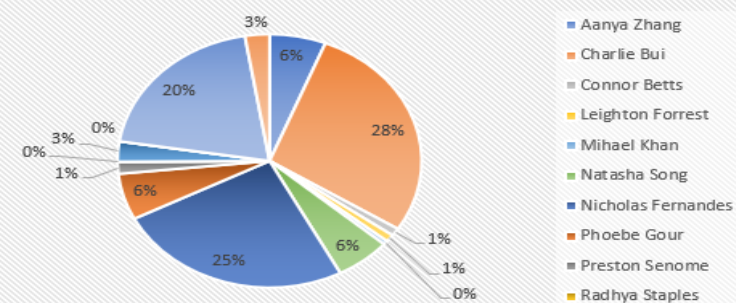
Sales Summary 2016



AANYA ZHANG

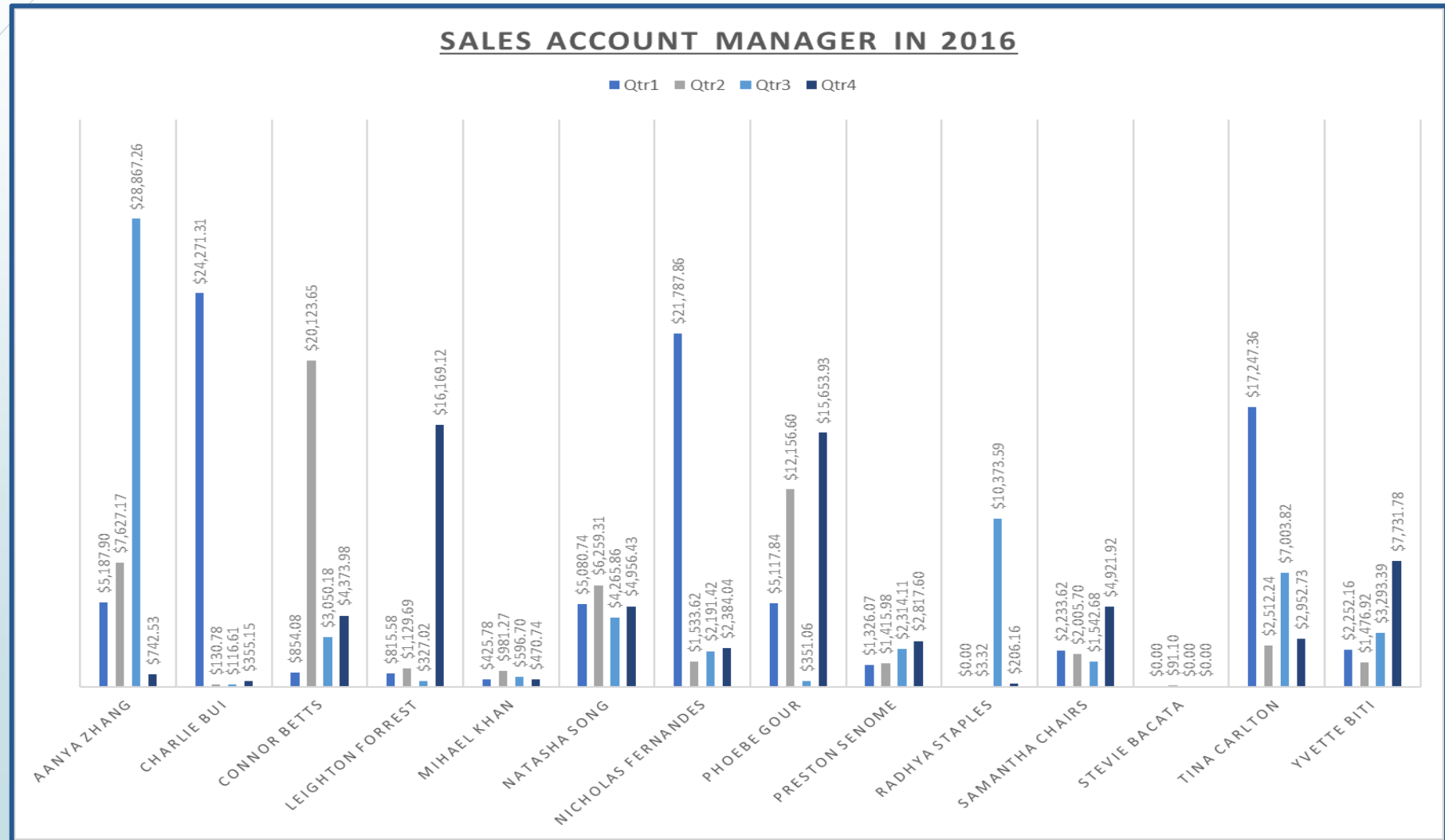


Qtr1



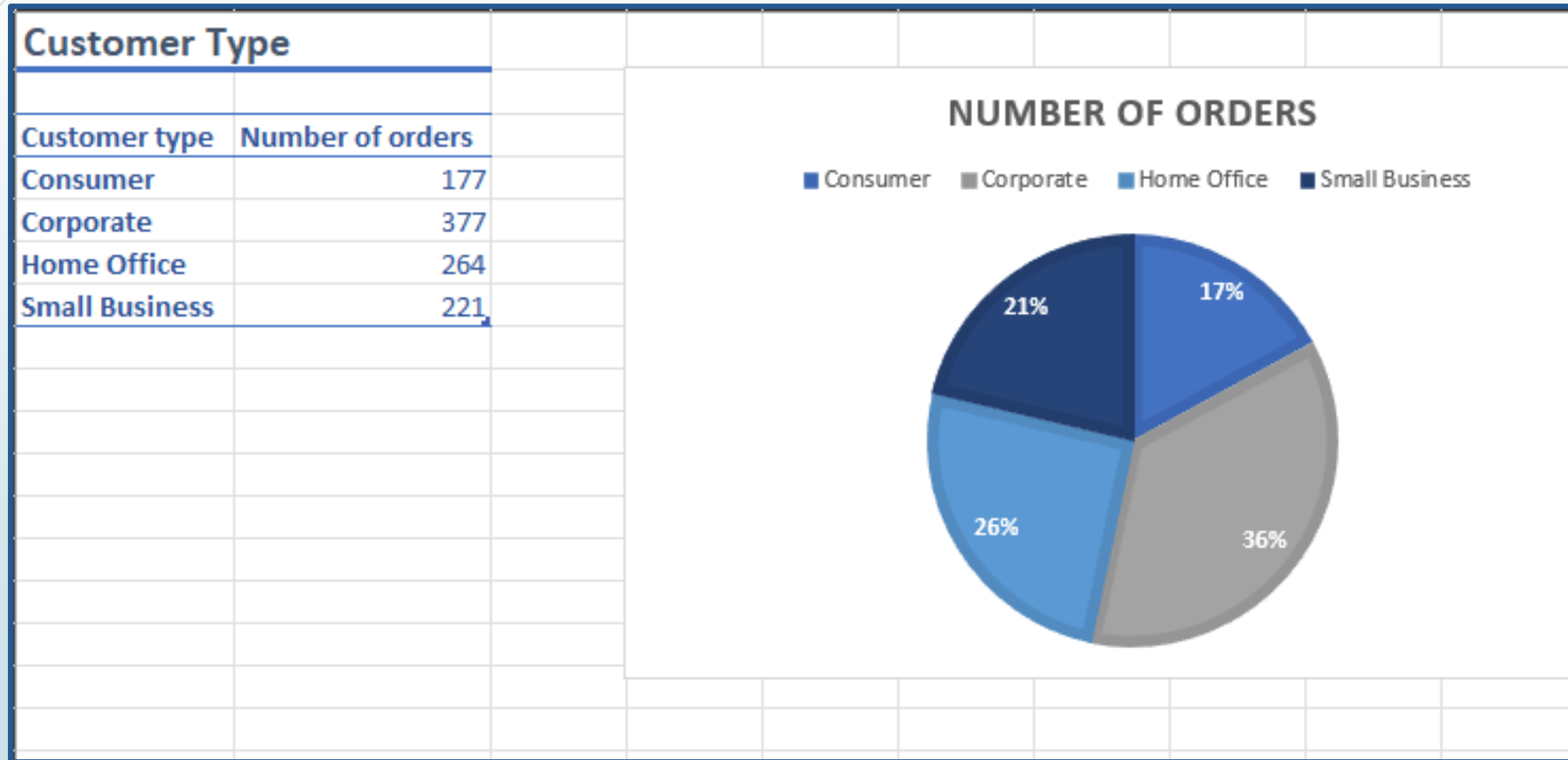
# Excel Skills for Business: Essential

## Advance Bar Chart



# Excel Skills for Business: Essential

## Pie Chart

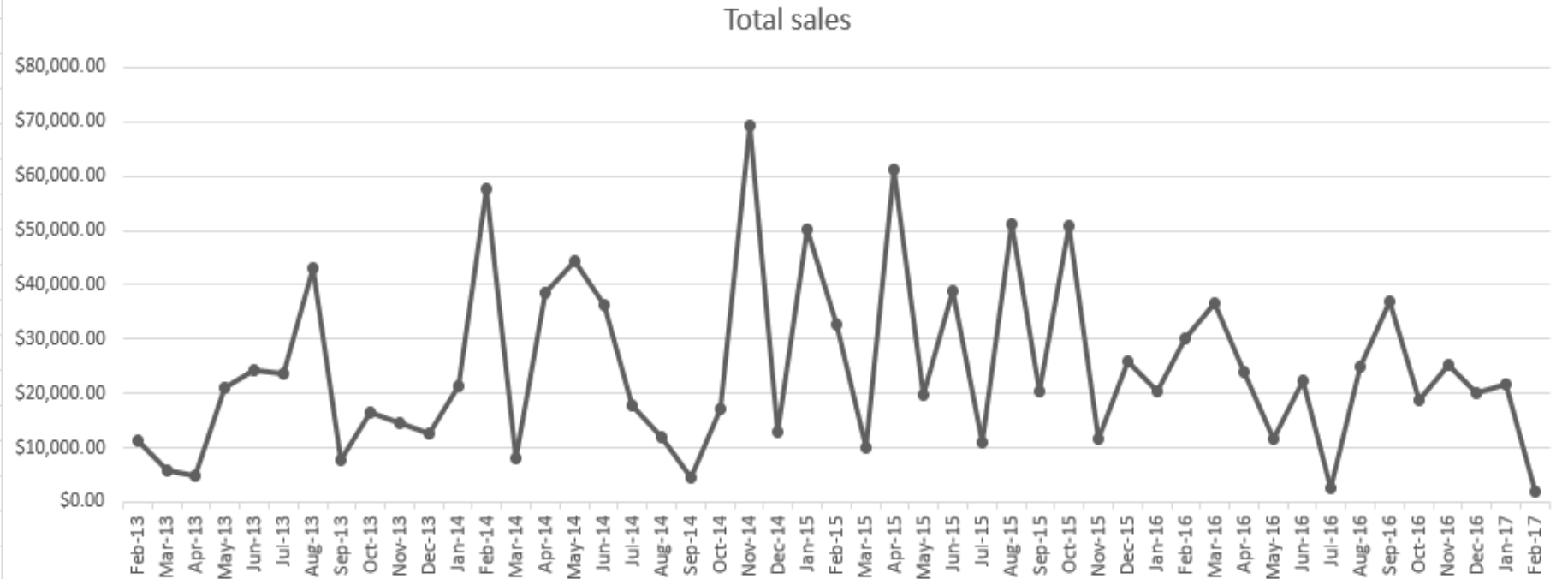


# Excel Skills for Business: Essential

## Line Chart

Monthly Sales

Month	Total sales
Feb-13	\$11,235.13
Mar-13	\$5,957.23
Apr-13	\$4,783.47
May-13	\$21,186.53
Jun-13	\$24,279.41
Jul-13	\$23,599.83
Aug-13	\$42,920.16
Sep-13	\$7,749.09
Oct-13	\$16,353.44
Nov-13	\$14,711.75
Dec-13	\$12,771.16
Jan-14	\$21,257.01
Feb-14	\$57,774.76
Mar-14	\$8,091.07
Apr-14	\$38,377.19
May-14	\$44,335.39
Jun-14	\$36,300.93
Jul-14	\$17,739.98



# Excel Skills for Business: Intermediate I

<https://github.com/izmian/Excel-Skills-for-Business/blob/main/Intermediate%20%20-%20Pivot%20Tables.xlsx>

## PIVOT REPORTS

### PIVOT by Sale-Account

PIVOT by Sale-Account	Year					
Row Labels	2013	2014	2015	2016	2017	Grand Total
Aanya Zhang	20296.3418	4190.5551	2993.3496	41701.2187	137.4288	69318.894
Charlie Bui	5187.7126	33803.7598	13366.2216	2722.2123	658.3415	55738.2478
Connor Betts	8706.8625	27899.6073	41877.7915	47802.9126	9206.5789	135493.7528
Leighton Forrest	6351.3148	14097.0263	31907.8809	26818.288	6905.9148	86080.4248
Mihael Khan	5150.1589	6707.861	68219.1588	2807.2837	1286.168	84170.6304
Natasha Song	16049.8063	61179.2273	21588.6161	20619.8635	1352.7765	120790.2897
Nicholas Fernande	7613.9438	6856.232	20874.7706	27226.5371	1542.7531	64114.2366
Phoebe Gour	15062.0996	10097.4482	22104.2487	31496.7669		78760.5634
Preston Senome	538.9422	3959.5741	6498.4348	7353.0957		18350.0468
Radhya Staples	3991.8022	36284.8628	21313.6908	10599.0272		72189.383
Samantha Chairs	14278.1136	15766.0732	38901.4199	10683.4869	16.66	79645.7536
Stevie Bacata	5695.6567	130.7424	455.701	446.0596	43.0304	6771.1901
Tina Carlton	21750.56126	42012.1284	27109.9982	27979.7206	384.294	119236.7025
Yvette Biti	41077.4826	56246.5616	35551.6637	14032.2234	1238.8828	148146.8141
Grand Total	171750.7989	319231.6595	352762.946	272288.6962	22772.8288	1138806.93

### PIVOT by State

PIVOT by State	Sum of Total
NSW	
2013	110215.0099
2014	205523.3735
2015	255144.8382
2016	185959.9062
2017	11880.0876
NSW Total	768723.2154
VIC	
2013	49784.3451
2014	84146.1689
2015	77429.4552
2016	61835.136
2017	10445.4617
VIC Total	283640.5669
WA	
2013	11751.4439
2014	29562.1171
2015	20188.6528
2016	24493.654
2017	447.2795
WA Total	86443.1473
Grand Total	1138806.93

# Excel Skills for Business: Intermediate I

## Pivot and Slicer

