

1. Define PivotTable. List any three advantages of using PivotTables in Excel.
2. Explain the steps involved in creating a PivotChart from a PivotTable.
3. Differentiate between Calculated Fields and Calculated Items in PivotTables with suitable examples.
4. What are the different types of grouping in PivotTables? Explain any two with examples.
5. A company wants to analyze sales across regions and product categories. Write the steps to create a PivotTable and customize it to show total sales by region and category.
6. What is the importance of data cleaning? Mention at least three benefits of data cleaning in data analysis.
7. Explain the different types of missing data: MCAR, MAR, MNAR, and Structurally Missing with examples.
8. Write Excel formulas for the following missing data handling techniques:
  - a) Identify blank cells
  - b) Mean imputation
  - c) Mode imputation
9. Discuss Deletion Methods vs. Imputation Methods for handling missing values. Give one advantage and one disadvantage of each.
10. Case Study Question – BookMart Sales Analysis  
BookMart, a chain of bookstores, has collected data for the past year including Date, Store (A, B, C), Genre (Fiction, Non-Fiction, Mystery, Sci-Fi, Biography), and Sales Amount.
  - Using PivotTables and PivotCharts, explain how BookMart management can:
    - a) Identify seasonal trends in sales.
    - b) Compare store performance across regions.
    - c) Determine the popularity of genres.
    - d) Analyze performance against sales targets using calculated fields.