**Excel Quarterly Report Activity**

**Goal**

To practice fundamentals of Excel, including pivot tables and charts

**Description**

You are to take a given .csv file (Mock\_Sales\_Data.csv), import it into an excel workbook, and create a quarterly report with the data. You will have to separate your data based on each quarter throughout the year (q1= 1/1/22 – 3/31/22, q2= 4/1/22-6/30/22, etc.). Make a pivot table of your data. Be sure to include charts based on the data imported. Here are a few required problems to answer:

1. Which sales rep has sold the most in terms of total sales in the year 2022?
2. Find the sales amount per order of each category of product.
3. Which categories were most popular in each quarter?

Once complete, feel free to explore the data further. Be prepared to present your findings visually with charts.

DUE DATE: Friday, Jan. 26 by 5pm EST. Please email to me.