

QUESTION 1											
ANSWER											

1. What is the purpose of a PivotTable in Excel?

A pivot table summarize , analysis and large dataset in clear and interactive ways it allows you to quickly extract insight by grouping data total sale regime or product

QUESTION 3	Apply Conditional Formatting to highlight sales greater than 400.				
	Date	Region	Product	Sales	Quantity
	1/1/2024 00:00	West	Mangoes	456	93
	1/10/2024 12:37	South	Oranges	348	56
	1/20/2024 1:15	South	Mangoes	247	76
	1/29/2024 13:53	West	Apples	230	37
	2/8/2024 02:31	West	Mangoes	281	50
	2/17/2024 15:09	West	Oranges	334	52
	2/27/2024 3:47	South	Apples	417	29
	3/7/2024 16:25	West	Apples	441	44
	3/17/2024 5:03	South	Mangoes	76	63
	3/26/2024 17:41	West	Oranges	441	79
	4/5/2024 06:18	South	Mangoes	205	23
	4/14/2024 18:56	West	Oranges	483	97
	4/24/2024 7:34	East	Mangoes	467	97
	5/3/2024 20:12	West	Mangoes	380	92
	5/13/2024 8:50	South	Oranges	497	71
	5/22/2024 21:28	South	Mangoes	409	81
	6/1/2024 10:06	West	Oranges	53	45
	6/10/2024 22:44	West	Apples	398	33
	6/20/2024 11:22	North	Oranges	347	35
	6/30/2024 0:00	South	Apples	319	45

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QUESTION 4 4. Explain the difference between Sorting and Filtering with an example from this dataset.

ANSWER

Sorting :- Sorting rearranges the data in a specific order - ascending or descending

example:- Sort sales from highest to lowest and lowest to highest

Date	Region	Product	Sales	Quantity
1/1/2024 00:00	West	Mangoes	456	93
1/10/2024 12:3	South	Oranges	348	56
1/20/2024 1:15	South	Mangoes	247	76
/29/2024 13:53	West	Apples	230	37
2/8/2024 02:31	West	Mangoes	281	50
/17/2024 15:09	West	Oranges	334	52
2/27/2024 3:47	South	Apples	417	29
3/7/2024 16:25	West	Apples	441	44
3/17/2024 5:03	South	Mangoes	76	63
/26/2024 17:41	West	Oranges	441	79
4/5/2024 06:18	South	Mangoes	205	23
/14/2024 18:56	West	Oranges	483	97
4/24/2024 7:34	East	Mangoes	467	97
5/3/2024 20:12	West	Mangoes	380	92
5/13/2024 8:50	South	Oranges	497	71
/22/2024 21:28	South	Mangoes	409	81
6/1/2024 10:06	West	Oranges	53	45
6/10/2024 22:4	West	Apples	398	33
/20/2024 11:22	North	Oranges	347	35
6/30/2024 0:00	South	Apples	319	45

Sorting data in sales column with example

Date	Region	Product	Sales	Quantity
6/1/2024 10:06	West	Oranges	53	45
3/17/2024 5:03	South	Mangoes	76	63
4/5/2024 06:18	South	Mangoes	205	23
1/29/2024 13:53	West	Apples	230	37
1/20/2024 1:15	South	Mangoes	247	76
2/8/2024 02:31	West	Mangoes	281	50
6/30/2024 0:00	South	Apples	319	45
2/17/2024 15:09	West	Oranges	334	52
6/20/2024 11:22	North	Oranges	347	35
1/10/2024 12:37	South	Oranges	348	56
5/3/2024 20:12	West	Mangoes	380	92
6/10/2024 22:44	West	Apples	398	33
5/22/2024 21:28	South	Mangoes	409	81
2/27/2024 3:47	South	Apples	417	29
3/7/2024 16:25	West	Apples	441	44
3/26/2024 17:41	West	Oranges	441	79
1/1/2024 00:00	West	Mangoes	456	93
4/24/2024 7:34	East	Mangoes	467	97
4/14/2024 18:56	West	Oranges	483	97
5/13/2024 8:50	South	Oranges	497	71

Filtering:- Filtering hides data that doesn't meet criteria

example:- filter to view only mango sales

Date	Region	Product	Sales	Quantity
1/1/2024 00:00	West	Mangoes	456	93

Date	Region	Product	Sales	Quantity
1/1/2024 00:00	West	Mangoes	456	93

1/20/2024 1:15	South	Mangoes	247	76
2/8/2024 02:31	West	Mangoes	281	50
3/17/2024 5:03	South	Mangoes	76	63
4/5/2024 06:18	South	Mangoes	205	23
4/24/2024 7:34	East	Mangoes	467	97
5/3/2024 20:12	West	Mangoes	380	92
/22/2024 21:28	South	Mangoes	409	81

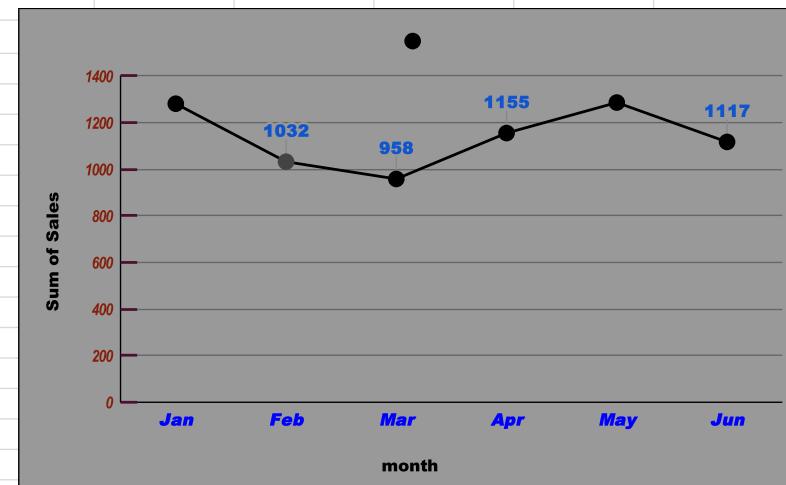
Filtrig the data in product coloum with exa

1/20/2024 1:15	South	Mangoes	247	76
2/8/2024 02:31	West	Mangoes	281	50
3/17/2024 5:03	South	Mangoes	76	63
4/5/2024 06:18	South	Mangoes	205	23
4/24/2024 7:34	East	Mangoes	467	97
5/3/2024 20:12	West	Mangoes	380	92
5/22/2024 21:28	South	Mangoes	409	81

Date	Region	Product	Sales	Quantity
1/1/2024 00:00	West	Mangoes	456	93
1/10/2024 12:37	South	Oranges	348	56
1/20/2024 1:15	South	Mangoes	247	76
1/29/2024 13:53	West	Apples	230	37
2/8/2024 02:31	West	Mangoes	281	50
2/17/2024 15:09	West	Oranges	334	52
2/27/2024 3:47	South	Apples	417	29
3/7/2024 16:25	West	Apples	441	44
3/17/2024 5:03	South	Mangoes	76	63
3/26/2024 17:41	West	Oranges	441	79
4/5/2024 06:18	South	Mangoes	205	23
4/14/2024 18:56	West	Oranges	483	97
4/24/2024 7:34	East	Mangoes	467	97
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5/13/2024 8:50	South	Oranges	497	71
5/22/2024 21:28	South	Mangoes	409	81
6/1/2024 10:06	West	Oranges	53	45
6/10/2024 22:44	West	Apples	398	33
6/20/2024 11:22	North	Oranges	347	35
6/30/2024 0:00	South	Apples	319	45

5. Create a PivotTable showing Monthly Sales Trend.

Row Labels	Sum of Sales
Jan	1281
Feb	1032
Mar	958
Apr	1155
May	1286
Jun	1117
Grand Total	6829



6. Use a Slicer to filter data by Product and observe changes in sales.

Date	Region	Product	Sales	Quantity	product	Sum of total	product	Apples	Mangoes	Oranges
01-01-2024 00:00	West	Mangoes	456	93						
01-10-2024 12:37	South	Oranges	348	56						
1/20/2024 1:15	South	Mangoes	247	76						
1/29/2024 13:53	West	Apples	230	37						
02-08-2024 02:31	West	Mangoes	281	50						
2/17/2024 15:09	West	Oranges	334	52						
2/27/2024 3:47	South	Apples	417	29						
03-07-2024 16:25	West	Apples	441	44						
3/17/2024 5:03	South	Mangoes	76	63						
3/26/2024 17:41	West	Oranges	441	79						
04-05-2024 06:18	South	Mangoes	205	23						
4/14/2024 18:56	West	Oranges	483	97						
4/24/2024 7:34	East	Mangoes	467	97						
05-03-2024 20:12	West	Mangoes	380	92						
5/13/2024 8:50	South	Oranges	497	71						
5/22/2024 21:28	South	Mangoes	409	81						
06-01-2024 10:06	West	Oranges	53	45						
06-10-2024 22:44	West	Apples	398	33						
6/20/2024 11:22	North	Oranges	347	35						
6/30/2024 0:00	South	Apples	319	45						

product	Apples
Apples	1805
Mangoes	2065
Oranges	2503

QUESTION 7	Why are Dashboard important for decision-making in business analysis?
ANSWER	Dashboards are important because they turn complex, raw data into visual formats like charts, graphs. This makes it easier for decision makers to understand trends, patterns, and outliers at a glance.

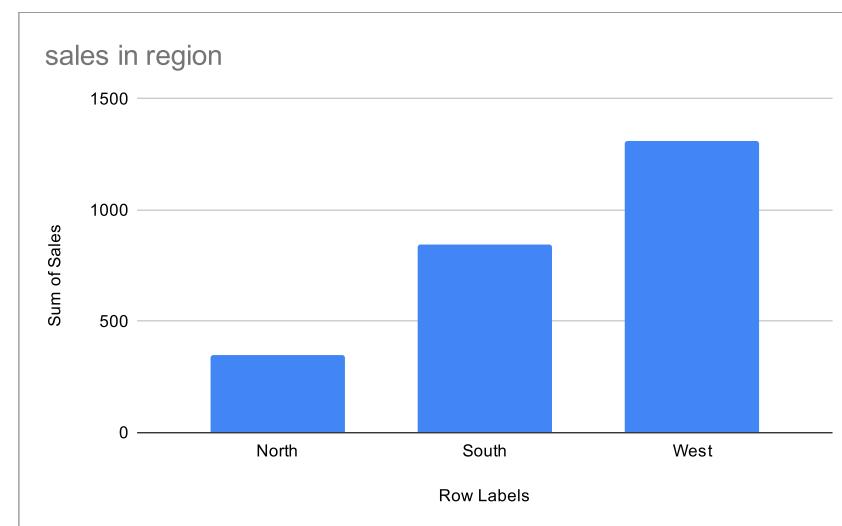
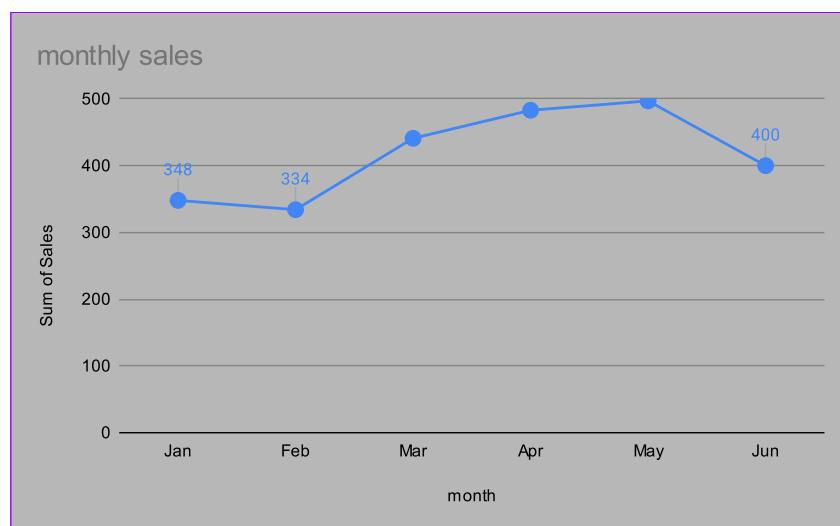
8. Create a Dashboard that includes:

* Sales by region (PivotTable + chart)

* Product Filter (Slicer)

* Monthly Trend (Line Chart)

Row Labels	Sum of Sales	Row Labels	Sum of Sales
Jan	348	North	347
Feb	334	South	845
Mar	441	West	1311
Apr	483	Grand Total	2503
May	497		
Jun	400		
Grand Total	2503		



9. Group dates in the PivotTable into Months and calculate the average sales per month.

Date	Region	Product	Sales	Quantity	Row Labels	Average of Sales
1/1/2024 00:00	West	Mangoes	456	93		
1/10/2024 12:37	South	Oranges	348	56		
1/20/2024 1:15	South	Mangoes	247	76		
1/29/2024 13:53	West	Apples	230	37	Jan	320.25
2/8/2024 02:31	West	Mangoes	281	50	Feb	344
2/17/2024 15:09	West	Oranges	334	52	Mar	319.33
2/27/2024 3:47	South	Apples	417	29	Apr	385
3/7/2024 16:25	West	Apples	441	44	May	428.67
3/17/2024 5:03	South	Mangoes	76	63	Jun	279.25
3/26/2024 17:41	West	Oranges	441	79	Grand Total	341.45
4/5/2024 06:18	South	Mangoes	205	23		
4/14/2024 18:56	West	Oranges	483	97		
4/24/2024 7:34	East	Mangoes	467	97		
5/3/2024 20:12	West	Mangoes	380	92		
5/13/2024 8:50	South	Oranges	497	71		
5/22/2024 21:28	South	Mangoes	409	81		
6/1/2024 10:06	West	Oranges	53	45		
6/10/2024 22:44	West	Apples	398	33		
6/20/2024 11:22	North	Oranges	347	35		
6/30/2024 0:00	South	Apples	319	45		

10. Combine Apples and Oranges into one group called Fruits and compare its sales with other products.

Date	Region	Product	Sales	Quantity	Row Labels	Sum of Sales
1/1/2024 00:00	West	Mangoes	456	93		
1/10/2024 12:37	South	Oranges	348	56		
1/20/2024 1:15	South	Mangoes	247	76	Group1	4308
1/29/2024 13:53	West	Apples	230	37	Apples	1805
2/8/2024 02:31	West	Mangoes	281	50	Oranges	2503
2/17/2024 15:09	West	Oranges	334	52	Mangoes	2521
2/27/2024 3:47	South	Apples	417	29	Mangoes	2521
3/7/2024 16:25	West	Apples	441	44	Grand Total	6829
3/17/2024 5:03	South	Mangoes	76	63		
3/26/2024 17:41	West	Oranges	441	79		
4/5/2024 06:18	South	Mangoes	205	23		
4/14/2024 18:56	West	Oranges	483	97		
4/24/2024 7:34	East	Mangoes	467	97		
5/3/2024 20:12	West	Mangoes	380	92		
5/13/2024 8:50	South	Oranges	497	71		
5/22/2024 21:28	South	Mangoes	409	81		
6/1/2024 10:06	West	Oranges	53	45		
6/10/2024 22:44	West	Apples	398	33		
6/20/2024 11:22	North	Oranges	347	35		
6/30/2024 0:00	South	Apples	319	45		