Blue Star Grocery Gina Ndaw, as a fleet manager for Blue Star Grocery, is responsible for managing the trucks and drivers that make deliveries to grocery stores in Colorado. Gina wants to analyze

shipping data and track the delivery times and accumulated mileage of the company drivers. Gina

has compiled a shipping log detailing the routes of four drivers from the past three months and needs

your help creating the PivotTables and PivotCharts to analyze the data. Complete the following:

1. Open the Practice.xlsx workbook..

2. In the Documentation sheet, enter your name and the date.

3. In the Mileage field, use an INDEX MATCH function to calculate the mileage for

each segment driven. Use the City\_Distances table in the Travel Distances worksheet containing the distance between pairs of cities as the lookup array for the INDEX function.

4. In the Driving Summary worksheet, Enter a formula in cell C10 to calculate the average

daily mileage for the first driver. Copy the formula in cell C10 into the range C11:C13 to calculate the average daily mileage for the other three drivers.

5. Gina wants to track the number of minutes the drivers are over their scheduled driving times.

Use data in the Driving Log worksheet to create a PivotTable/PivotChart in the Driver Times

worksheet in cell B4. Rename the PivotTable as Driving Times Pivot. Place the Time Over field in

the Values area, place the Date field in the Rows area, and then remove the Month field from the

Rows area.

6. Move the PivotChart to the Driving Summary worksheet, placing it in the range E9:G19. Change

the chart type to a line chart. Remove the field buttons and the legend from the chart. Change

the chart title to Minutes Over Time Goal.

7. Gina wants to track the daily distance driven by the drivers. In the Driving Log worksheet, create

another PivotTable/Pivot Chart from the Log table, placing them in the Driver Miles worksheet in

cell B4. Rename the PivotTable using Driving Miles Pivot as the name. Place the Mileage field in

the Values area, place the Date field in the Rows area, and remove the Month field.

8. Move the PivotChart to the Driving Summary worksheet in the range I9:K19. Change the chart

type to a line chart. Remove the field buttons and the chart legend. Change the title to Distance

in Miles.

9. Insert a slicer for the Driver field in the range E4:K7. Display the slicer buttons in 4 columns and

connect the slicer to both PivotTables.

10. Click each slicer button to verify that you can view time and distance charts for each individual

driver over the past three months.

11. Driver D600-622 is new to the job, and Gina wants to know whether that driver’s travel times

have improved in the last three months. Use the slicer to display the charts for only that driver,

displaying the general trend of the minutes over the company’s time goals each day.

12. Save the workbook, and then close it.