EASY LEVEL

1. Pivot table helps to quickly sort, group and total stuff without doing the mate yourself. we can

drag things around to see data from differnet angles. It likes a smart summary tool that shows us

the important info without digging the throug a huge spreadsheet.

2. Create a PivotTable to show Total Sales by Region.

Date	Region	Product	Sales	Quantity
1/1/2024 0:00	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 2:31	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 6:18	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

Row Labels	Sum of Sales
East	467
North	347
South	2518
West	3497
Grand Total	6829

3. Apply Conditional Formatting to highlight sales greater than 400.

Date	Region	Product	Sales	Quantity
1/1/2024 0:00	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 2:31	West	Mangoes	281	50
2/17/2024 15:09	West	Oranges	334	52
	South	Apples	417	29
3/7/2024 16:25	West	Apples	441	44
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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

MEDIUM LEVEL

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

SORTING:-Sorting means arranging the rows in your table in a certain order for example -**smallest to biggerst, A-Z,**
to oldest.

FILTERING:- Filtering means showing only the rows that match the rule and hiding the rest. It does not arrange the
hides those rows which you don't want to see right now.

5. Create a PivotChart showing Monthly Sales Trend.

Row Labels	Sum of Sales
Jan	1281
Feb	615
Mar	958
Apr	1155
May	1286
Jun	1117
Grand Total	**6412**

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

Date	Region	Product	Sales	Quantity
1/1/2024 0:00	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
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6/20/2024 11:22	North	Oranges	347	35
6/30/2024 0:00	South	Apples	319	45

Row Labels	Sum of Sales	Sum of Quantit	Product
South	**736**	**74**	
27-Feb	**417**	**29**	Apples
Apples	417	29	
Feb	417	29	Mangoes
30-Jun	**319**	**45**	
Apples	319	45	Oranges
Jun	319	45	
West	**1069**	**114**	
29-Jan	**230**	**37**	
Apples	230	37	
Jan	230	37	
7-Mar	**441**	**44**	
Apples	441	44	
Mar	441	44	
10-Jun	**398**	**33**	
Apples	398	33	
Jun	398	33	
Grand Total	**1805**	**188**	

The sales and quantity change instantly . We can see the total sales for only the product we selected.

HARD LEVEL

8. Why are Dashboards important for decision-making in business analysis?

Dashboard are important in business analysis because they help people see important information quickly and clearly , so they can make better decisions .

Instead of looking at a huge spreadsheet full of numbers, a dashboard shows: charts, graphs, key totals and trends.

Dashboard turns confusing data into a cleas visual so business can make smart decisions quickly

9. Create a Dashboard that includes:

Sales by Region (PivotTable + Chart)

Row Labels	Sum of Sales
East	467
North	347
South	2518
West	3497
Grand Total	6829

Product Filter (Slicer)
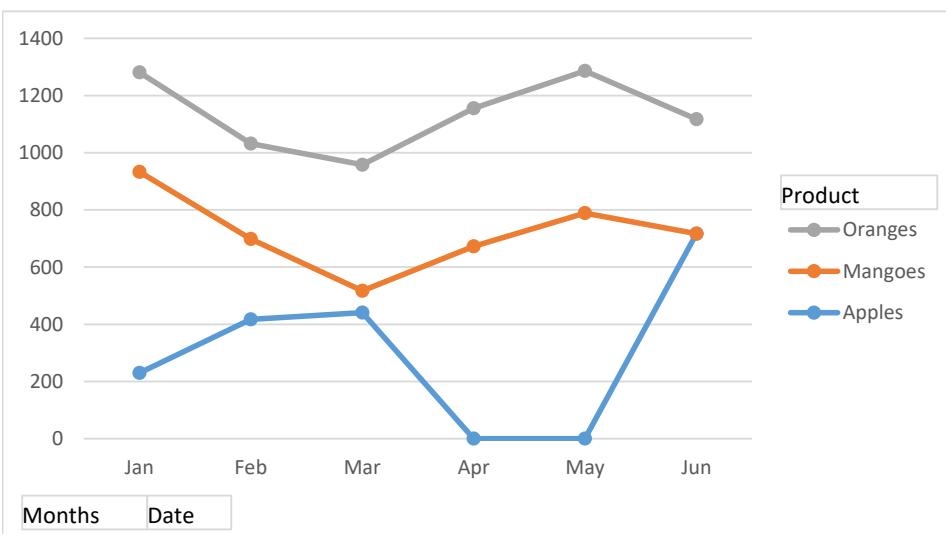
Row Labels	Sum of Sales	Sum of Quant
Jan	703	169
Feb	281	50
Mar	76	63
Apr	672	120
May	789	173
Grand Total	2521	575

Product

Apples
Mangoes
Oranges

Monthly Trend (Line Chart)

Sum of Sales	Column Labels			
Row Labels	Apples	Mangoes	Oranges	Grand Total
Jan	230	703	348	1281
Feb	417	281	334	1032
Mar	441	76	441	958
Apr		672	483	1155
May		789	497	1286
Jun	717		400	1117
Grand Total	1805	2521	2503	6829

Months   Date

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

Date	Region	Product	Sales	Quantity
1/1/2024 0:00	West	Mangoes	456	93
1/10/2024 12:37	South	Oranges	348	56
1/20/2024 1:15	South	Mangoes	247	76
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6/20/2024 11:22	North	Oranges	347	35
6/30/2024 0:00	South	Apples	319	45

Row Labels	Average of Sales
2024	
Jan	320.25
Feb	344
Mar	319.333
Apr	385
May	428.667
Jun	279.25
Grand Total	341.45

I.