**Lesson 5 Demo 3**

**How to Perform Custom Calculation**



**Steps to be followed:**

**Step 1: Open the Excel file**

* 1. Open the file named **Pivot Table.xlsx** and worksheet **Data**

**Step 2: Create a pivot table**

2.1 Go to the Inserttab and click on the PivotTable drop down. Click on the drop-down and select **From Table/Range**

Graphical user interface, application

Description automatically generated

2.2 In the Create PivotTable dialog, select the input range and choose a **New Worksheet** for the pivot table

Graphical user interface, text, application

Description automatically generated

2.3 Click on the pivot table in the new sheet to get the fields list. Choose PivotTable Fields as shown below

Graphical user interface, application

Description automatically generated

2.4 Click on Value Field Settings in Net Sales

Graphical user interface, text, application

Description automatically generated

2.5 Choose Sum and click OK

Graphical user interface, text, application

Description automatically generated

2.6 The output of the new sheet looks like this. Change the formatting if required

Text, table

Description automatically generated

2.7 Right click on the pivot table and choose **Show Values As** and select **% of Grand Total**

Graphical user interface, application, table

Description automatically generated

2.8 The final output is as shown below:

Text, table

Description automatically generated