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| A picture containing drawing, stop, room  Description automatically generated | Business Intelligence  Practical #5 | | |
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| **Class** | TYBScIT | **Division** | A |
| **Subject/Course:** | Business intelligence | | |
| **Topic** | Introduction to Pivot Table | | |
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| **Overview of Pivot Table**  **What are the steps to insert a Pivot Table in Excel?** | | | |
| The purpose of pivot tables is to offer user-friendly ways to quickly summarize large amounts of data. They can be used to better understand, display, and analyze numerical data in detail.  1)open file xlxs(pivot-table)    2)select any cell in the data > goto insert menu > at left > pivot table > click on pivot table    3)create pivot table> new worksheet > click ok | | | |
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| **Introduction to Different types of Pivot Table**  **Which are the functions mainly used in Pivot Table?** | | | |
| Pivot tables are used to summarize, sort, and reorganize data in a table. They can be used to transform columns into rows, and rows into columns. Pivot tables can also be used to group data by any field, and perform advanced calculations on them. | | | |
| A pivot table is a feature in Microsoft Excel that allows users to summarize, analyze, and explore data. Pivot tables can be used to:  Summarize data: Pivot tables can summarize, sort, reorganize, group, count, total, or average data.  Analyze data: Pivot tables can help users see comparisons, patterns, and trends in their data.  Create cross-tabulations: Pivot tables can create cross-tabulations that allow users to move headings to get different views of the data.  Perform calculations: Pivot tables can perform calculations such as identifying sums, averages, ranges, or outliers.  Combine duplicate data sets: Pivot tables can help users combine duplicate data sets efficiently.  Display lists without duplicates: Pivot tables can help users view a list without any duplicates  Pivot tables can also be used to generate reports such as periodic financial statements and statistical reports. | | | |
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| **Data Visualization** | | | |
| **What are the steps to calculate summary in Pivot Table?** | | | |
| In pivot table  (as per the question get the product vice sales)  click on product (rows) > click on the amount of the product as values | | | |
| **What are the steps to create two-dimensional Pivot Table?** | | | |
| In pivot table  click on country (rows) > click on the amount of the product (values) and product (column) | | | |
| **What are the steps to create Group Pivot Table?** | | | |
| In pivot table  click on product (rows) > click on the amount of the product (values)  Click on apple and banana and group them  Select the remaining product and group them | | | |
| **What are the steps to create multilevel Pivot Table?** | | | |
| In pivot table select dates  Select all month > group them > select only quarters>click ok | | | |
| **What are the steps to create Frequency Distribution Pivot Table?** | | | |
| In pivot table  Select amount (rows)> left click the amount add to value> ok  Select any data of rows >click on group > set starting and ending | | | |
| **How to insert a Pivot Chart in Excel?** | | | |
| In pivot table  Select amount (rows)> left click the amount add to value> ok  Select any data of rows >click on group > set starting and ending  Click on insert > insert pivot chart > click ok | | | |
| **What are the steps to insert slicers in Pivot Table?** | | | |
| In pivot table  Select product (rows)> count of amount (values)  Click on analyse > insert slicer> select country > click ok | | | |
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