

Step	Task
1	Open the Expenses sheet and note that one of the column headings is blank - we will not be able to create a pivot table which includes all the data on the Expenses sheet if one of the field names that need to be used in our pivot table is blank. <b>Select cell F4 and enter the following heading for the column: Tax Code</b>
2	<b>Insert the data on the Expenses sheet into an Excel table.</b> If the source data of a pivot table is included in an Excel table, you will not have to edit the source data cell range of the pivot table when you add additional transactions at the bottom of the Expenses sheet.
3	<b>Change the table name to: ExpTable</b>
4	Create a pivot table on a new worksheet which is based on all the cells that have been inserted into the new Excel table. Use the pivot table to display the total tax inclusive amount for each supplier that is included in our source data.
5	<b>Rename the new sheet as: Suppliers</b>
6	Change the number formatting in the amount section of the pivot table so that all the amounts include thousands separators and two decimal numbers. Use the pivot table feature for this purpose so that the new number formatting is retained after the pivot table is refreshed.
7	Change the column width of column B to 16.
8	Wrap the column heading in column B so that it is displayed in two lines and center the text.
9	Change the pivot table settings so that the adjusted column width is retained after refreshing the pivot table.
10	Open the Expenses sheet and change the amount in row 14 from 13,000 to 33,000.
11	Open the Suppliers sheet and note the grand total at the bottom of the pivot table. Refresh the pivot table and note the change in the grand total.
12	Change the order of the supplier names in column A so that the suppliers are sorted in a descending order (from Z to A).
13	Drill down to the source data that makes up the supplier total for the IAS Accountants supplier.
14	Rename the new sheet as: IAS
15	Open the Expenses sheet and create another pivot table which reflects an expense total (tax inclusive amount) for each of the payment dates that are included in column I.
16	Rename the new sheet as: Payments
17	Complete steps 6 to 9 for the Payments sheet.
18	Filter the pivot table so that only payment dates on or after 1 January 2012 is displayed.
19	Change the layout of the pivot table so that the individual bank codes are included in separate columns in the pivot table.
20	Adjust the column widths of all the columns that are included in the pivot table to 16.
21	Change the formatting style of the pivot table to Pivot Style Medium 20 ( <i>Tip: Hover your mouse over the appropriate image in the Pivot Table Styles section of the appropriate ribbon tab in order to display a description for each of the pivot table styles</i> ).
22	<b>Save the workbook and compare your workbook to the solution that we've provided.</b>