Just IT

B2W group

Apprenticeships | Training | Recruitment

Data Technician

Name:

Course Date:

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Day 3: Task 1

Please download the dataset 'Day_3_Task_1_Bike_Sales_Pivot_Lab.xlsx' from here.

The lab instructions can be found here. Do not worry if you do not complete the lab, just working with data and playing with the pivot table will be good experience.

Please paste your final pivot table below and complete the reflection questions:

Print screen 1

countries	Age_Group	Customer_Gender	Sum of Profit
Australia	**Adults (35-64)**	F	$13,276.00
		M	$15,656.00
	Adults (35-64) Total		**$28,932.00**
	Young Adults (25-34)	F	$16,204.00
		M	$2,435.00
	Young Adults (25-34) Total		**$18,639.00**
	Youth (<25)	F	$2,265.00
		M	$490.00
	Youth (<25) Total		**$2,755.00**
Australia Total			**$50,326.00**
Canada	**Young Adults (25-34)**	F	$6,302.00
		M	$2,821.00
	Young Adults (25-34) Total		**$9,123.00**
Canada Total			**$9,123.00**
France	**Young Adults (25-34)**	F	$1,054.00
		M	$9,420.00
	Young Adults (25-34) Total		**$10,474.00**
	Youth (<25)	F	$6,291.00
		M	$4,216.00
	Youth (<25) Total		**$10,507.00**
France Total			**$20,981.00**
Germany	**Adults (35-64)**	F	$8,410.00
		M	$5,226.00
	Adults (35-64) Total		**$13,636.00**
Germany Total			**$13,636.00**
United Kingdom	**Adults (35-64)**	F	$1,043.00
		M	$3,151.00
	Adults (35-64) Total		**$4,194.00**
	Young Adults (25-34)	F	$1,047.00
		M	$1,043.00

		Young Adults (25-34) Total		**$2,090.00**
		Youth (<25)	F	$1,043.00
			M	$1,745.00
		Youth (<25) Total		**$2,788.00**
	United Kingdom Total			**$9,072.00**
	United States	**Adults (35-64)**	F	$29,656.00
			M	$17,078.00
		Adults (35-64) Total		**$46,734.00**
		Young Adults (25-34)	F	$10,952.00
			M	$2,684.00
		Young Adults (25-34) Total		**$13,636.00**
	United States Total			**$60,370.00**
	Grand Total			**$163,508.00**

In which markets does Germany have customers ?	adult
What country has sales in all markets?	Australia and uk
What are the most profitable markets by country, age group, and gender?	Us Age adults Female
Any other findings?	

Day 3: Task 2

The dataset below tracks the sales performance of different products in various counties in England. Please paste the dataset into a blank Excel workbook. Your task is to:

- **Create a Pivot Table** to summarise the data by county and product.
- **Use the SWITCH function** to categorise products based on their sales volume.

Dataset:

County	Product	Sales Volume
Yorkshire	Laptops	500
Yorkshire	Smartphones	200
Cornwall	Laptops	700
Cornwall	Printers	400
Lancashire	Smartphones	150
Lancashire	Laptops	600
Essex	Printers	800
Essex	Smartphones	300
Durham	Laptops	250
Durham	Printers	300
Greater Manchester	Smartphones	600
Greater Manchester	Laptops	400

Step 1: Create a Pivot Table

- Select the dataset (columns A to C).
- Insert a Pivot Table to summarise the data by **County** in the rows and **Products** in the columns. Use **Sales Volume** as the value to be summarised.

Step 2: Use the SWITCH Function

In a new column next to your data, use the SWITCH function to categorise products based on **Sales Volume** as follows:

- For sales greater than 600: **"High"**
- For sales between 300 and 600: **"Medium"**
- For sales less than 300: **"Low"**

SWITCH Function Example:

```
=SWITCH(TRUE, C2 > 600, "High", C2 >= 300, "Medium", "Low")
```

- Apply this formula to each row, and check if the products are categorised correctly.

Submission:

- A completed Pivot Table summarising sales by county and product.
- A new column in the dataset categorising products by sales volume using the SWITCH function.
    - Please paste your completed work below

Print screen 1

Sum of Sales Volume	**Product**				
County	**Laptops**	**Printers**	**Smartphones**	**Grand Total**	category
Cornwall	700	400		1100	medium
Durham	250	300		550	low
Essex		800	300	1100	high
Greater Manchester	400		600	1000	medium
Lancashire	600		150	750	low
Yorkshire	500		200	700	medium
Grand Total	**2450**	**1500**	**1250**	**5200**	

Day 3: Task 3

Please download the dataset 'Day_3_Task_3_Bike_Sales_Visualisations_Lab.xlsx' from here.

The lab instructions can be found here. Do not worry if you do not complete the lab, just working with data and playing with the charts will be good experience.

Please paste your results below:

Print screen 1

countries	Sum of Profit
Australia	$50,326.00
Canada	$9,123.00
France	$20,981.00
Germany	$13,636.00
United Kingdom	$9,072.00
United States	$60,370.00
Grand Total	**$163,508.00**

countries	Age_Group	Customer_Gender	Sum of Profit
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	rate %			
commision ra		1.50%		
	Total sales		quantity	
all products	£	456,000.00	female	male
clothing	£	155,580.00	441	453
Beauty	£	143,515.00	418	353
electronics	£	156,905.00	439	410

total Sales	Product Category			
Gender	Beauty	Clothing	Electronics	Grand Total
Female	16.41%	17.82%	16.83%	51.06%
Male	15.06%	16.29%	17.58%	48.94%
Grand Total	31.47%	34.12%	34.41%	100.00%

Course Notes

It is recommended to take notes from the course, use the space below to do so, or use the revision guide shared with the class:

Addition Resources

Please explore the additional resources to support your learning.

1) Introduction to Data Analytics Essentials
   This data analytics essentials course teaches you the fundamental tools of a data analyst. You will learn to transform, organize, and visualize data with spreadsheet tools such as Excel.

2) Excel Formulas and Functions Tutorial
   Formulas can be used to perform simple math using +,-,*, or / to add, subtract, multiply or divide. Excel also comes built-in with over 300 functions that can be used to perform complex math, lookup values, work with text, and much more. This section will cover creating simple formulas, cell references, strings of text, and keyboard shortcuts.

3) Excel Exercises Dashboard
   Our bite-sized, interactive lessons make Excel skills easy to learn and remember.

4) 100+ Excel Interview Questions & Answers To Make You Job Ready
   This guide can also be used by interviewers who want to gauge the Excel skill of the candidates in the interview.

5) How to use Excel - YouTube
   In these step-by-step tutorials, learn how to use Microsoft Excel. Find out how to get started with MS Excel in under 10 minutes. Learn about Pivot Tables, formulas and functions, vlookup, shortcuts. Also, find out about the latest new features and the top tips and tricks.

6) Use Excel skills (**Filter, Sort, Conditional Formatting, Functions, VLOOKUP, Pivot Tables, Pivot Charts, and Slicers**) to analyse global sales data and uncover key insights.
   - Find exercises here Global Superstore Data Challenge.docx
   - Open dataset global_superstore_2016.xlsx in Excel online and create an online copy.

Addition formation

We have included a range of additional links to further resources and information that you may find useful, these can be found within your revision guide.

END OF WORKBOOK

Please check through your work thoroughly before submitting and update the table of contents if required.

Please send your completed work booklet to your trainer by submitting in MS Teams Assignment page.