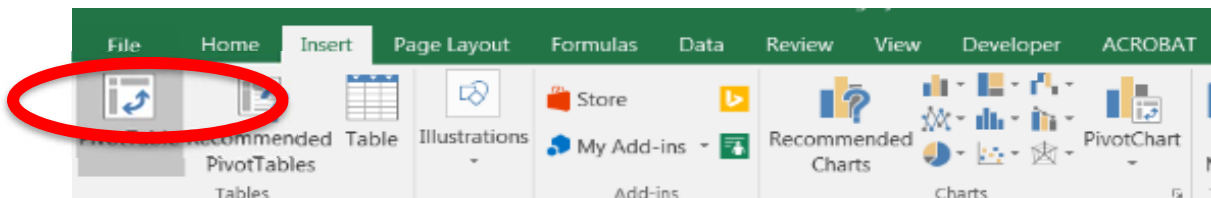


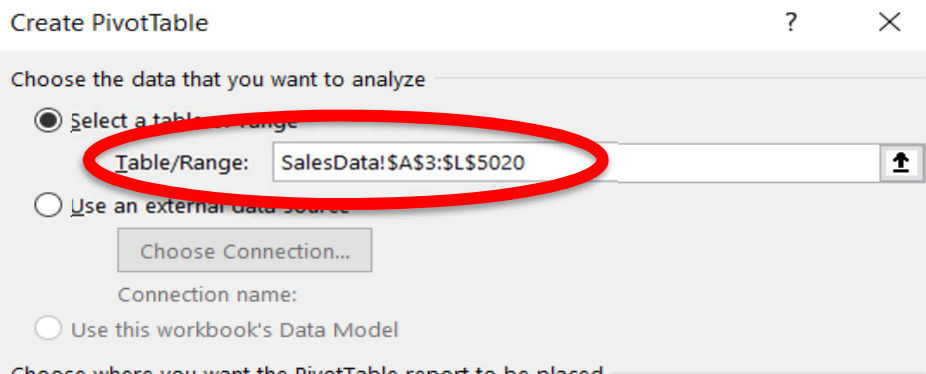
A. Select any cell with data on the **SalesData Sheet**, for example cell C7.

	A	B	C	D	E	F	G
3	CustId	Product	Salesperson	Title	Commission rate	Region	Customer type
4	86090	Miniserver C1	Joan Townsend	Sales Associate I	3.0%	North	Small business
5	86097	Miniserver C1	Raul Carillo	Sales Associate I	3.5%	South	Small business
6	86101	Megaserver MG1	Maria Garcia	Senior Sales Associate	4.5%	North	Government
7	86102	Megaserver MG3	Raul Carillo	Sales Associate I	3.5%	North	Government
8	86107	Megaserver MG3	Tomas Vilas	Senior Sales Associate	4.0%	West	Small business
9	86109	Megaserver MG1	Maria Garcia	Senior Sales Associate	4.5%	South	Government
10	86117	Gigaserver GZX2	Raul Carillo	Sales Associate I	3.5%	South	Large business
11	86125	Megaserver MG2	Maria Garcia	Senior Sales Associate	4.5%	West	Large business
12	86128	Miniserver C2	Maria Garcia	Senior Sales Associate	4.5%	South	Small business
13	86136	Megaserver MG3	Tomas Vilas	Senior Sales Associate	4.0%	West	Small business
14	86138	Maxiserver XL1	Joan Townsend	Sales Associate I	3.0%	South	Large business
15	86143	Gigaserver GZX1	Tomas Vilas	Senior Sales Associate	4.0%	West	Small business
16	86144	Maxiserver XL1	Julie Vanderwent	Sales Associate I	3.0%	North	Small business
17	86145	Miniserver C3	Joan Townsend	Sales Associate I	3.0%	South	Small business
18	86150	Maxiserver XL2	Raul Carillo	Sales Associate I	3.5%	South	Government
19	86157	Maxiserver XL2	Tomas Vilas	Senior Sales Associate	4.0%	West	Government
20	86158	Megaserver MG3	Tomas Vilas	Senior Sales Associate	4.0%	South	Large business
21	86159	Maxiserver XL2	Raul Carillo	Sales Associate I	3.5%	East	Small business
22	86160	Megaserver MG3	Joan Townsend	Sales Associate I	3.0%	West	Government
23	86168	Maxiserver XL2	Raul Carillo	Sales Associate I	3.5%	West	Small business
24	86176	Megaserver MG3	Julie Vanderwent	Sales Associate I	3.0%	South	Small business
25	86177	Megaserver MG2	Maria Garcia	Senior Sales Associate	4.5%	North	Small business

B. On the Insert tab select Pivot Table



C. The **Table/Range** is defined based on the number of rows in the data  
Place the Pivot Table on an Existing Worksheet: **'Pivot 1 Product by Salespers**



Choose where you want the PivotTable report to be placed

☐ New Worksheet

☒ Existing Worksheet

Location: 'Pivot 1 Product by Salesperson'!\$A\$1

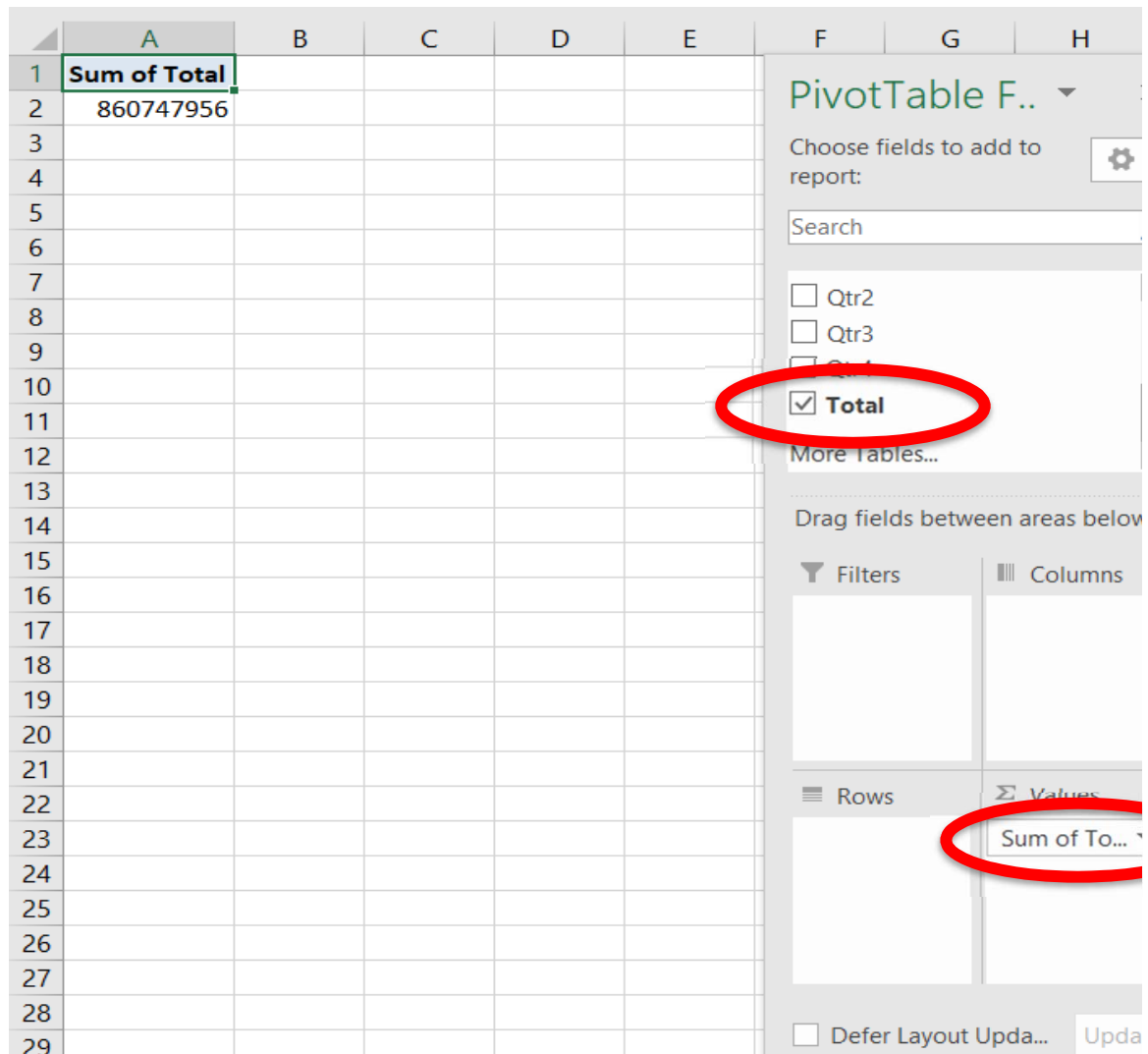
Choose whether you want to analyze multiple tables

☐ Add this data to the Data Model

OK Cancel

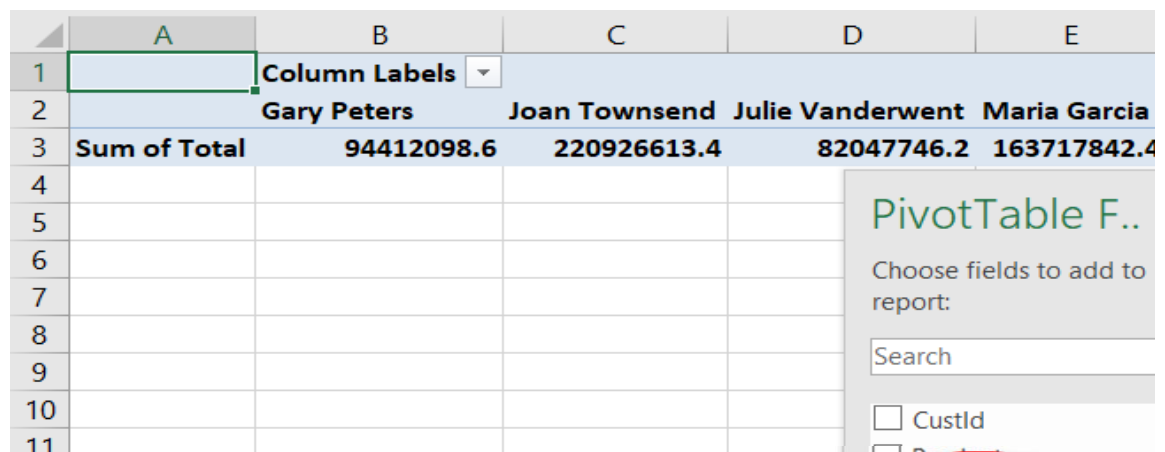
D. Select OK

- E. Add **Total** to the **Values** section, by selecting the field and dragging it to the Values section



The screenshot shows an Excel spreadsheet with a PivotTable in column A. The PivotTable has one row with the label 'Sum of Total' and a value of 860747956. To the right, the PivotTable Field List is open. The 'Values' section shows 'Sum of Total' with a red circle around it. The 'Fields' section shows 'Total' with a red circle around it.

- F. Add **Salesperson** to the Columns section by selecting the field and dragging it to the Columns section



The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable has columns for 'Salesperson' and rows for 'Sum of Total'. The PivotTable Field List is open, showing 'Salesperson' in the Columns section. The PivotTable data is as follows:

	A	B	C	D	E
1		Column Labels			
2		Gary Peters	Joan Townsend	Julie Vanderwent	Maria Garcia
3	Sum of Total	94412098.6	220926613.4	82047746.2	163717842.4

12					<input checked="" type="checkbox"/> Salesperson
13					<input type="checkbox"/> Title
14					<input type="checkbox"/> Commission rate
15					<input type="checkbox"/> Region
16					Drag fields between areas
17					Filters
18					Sales
19					
20					
21					
22					
23					
24					
25					Rows
26					Sum
27					
28					
29					

- F. Add **Products** to the Rows section by selecting the field and dragging it to the Rows section

	A	B	C	D	E
1	Sum of Total	Column Labels			
2	Row Labels	Gary Peters	Joan Townsend	Julie Vanderwent	Maria Garcia
3	Gigaserver GZX1	10331104.6	20939729.8	72	
4	Gigaserver GZX2	8742647.6	21611955	95	
5	Maxiserver XL1	9339874	22645098.8	66	
6	Maxiserver XL2	10077644.8	21285137.6	78	
7	Megaserver MG1	11438274	20944672	79	
8	Megaserver MG2	6632699	23038864.8	81	
9	Megaserver MG3	6643938.2	26215080.2		
10	Miniserver C1	10155511.8	21870471.8	8	
11	Miniserver C2	9657143.2	18590448.8	71	
12	Miniserver C3	11393261.4	23785154.6	1	
13	Grand Total	94412098.6	220926613.4	820	
14					
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28					
29					

PivotTable F..

Choose fields to add to report:

Search

☐ Customer

☒ Product

☒ Salesperson

☐ Title

☐ Commission rate

☐ Region

Drag fields between areas:

Filters

Rows

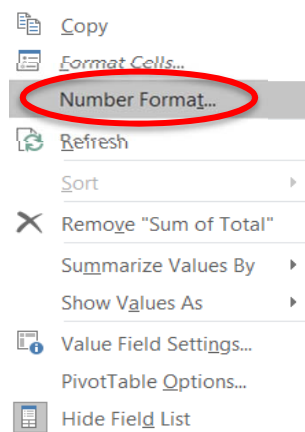
Product

## G. Change the format of the numbers

(1) Right click on cell A1, which contains the heading Sum of Totals

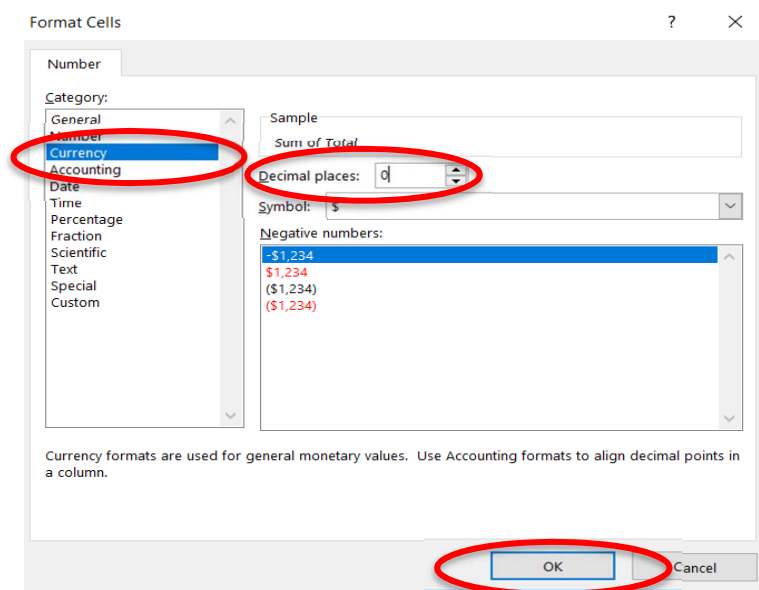
	A	B
1	Sum of Total	Column Labels
2	Row Labels	Gary Peters
3	Gigaserver GZX1	10331104.6
4	Gigaserver GZX2	8742647.6
5	Maxiserver XL1	9339874

(2) Select Number Format



(3) Currency

(4) Decimal places 0



(5) OK

## G. Change the "Sum of Totals" to "Total Sales"

(1) Left click on cell A1, which contains the heading Sum of Totals



	A	B	C	D
1	<b>Sum of Total</b>	<b>Column Labels</b>		
2	<b>Row Labels</b>	<b>Gary Peters</b>	<b>Joan Townsend</b>	<b>Julie Vanderwerf</b>
3	Gigaserver GZX1	\$10,331,105	\$20,939,730	\$7,268,240
4	Gigaserver GZX2	\$8,742,648	\$21,611,955	\$9,565,110
5	Maxiserver XL1	\$9,339,874	\$22,645,099	\$6,654,949

(2) Type in the new heading, "Total Sales"

A1				Total Sales
	A	B	C	D
1	<b>Total Sales</b>	<b>Column Labels</b>		
2	<b>Row Labels</b>	<b>Gary Peters</b>	<b>Joan Townsend</b>	<b>Julie Vanderwerf</b>
3	Gigaserver GZX1	\$10,331,105	\$20,939,730	\$7,268,240
4	Gigaserver GZX2	\$8,742,648	\$21,611,955	\$9,565,110
5	Maxiserver XL1	\$9,339,874	\$22,645,099	\$6,654,949

H. How many of Gary Peters' clients purchased Gigaserver GZX1?

- (1) For the second time , add **Total** to the **Values** section, by selecting the field and to the Values section.

	A	B	C
1		<b>Column Labels</b>	
2		<b>Gary Peters</b>	
3	<b>Row Labels</b>	<b>Total Sales</b>	<b>Sum of Total</b>
4	Gigaserver GZX1	\$10,331,105	10331104.6
5	Gigaserver GZX2	\$8,742,648	8742647.6
6	Maxiserver XL1	\$9,339,874	9339874
7	Maxiserver XL2	\$10,077,645	10077644.8
8	Megaserver MG1	\$11,438,274	11438274
9	Megaserver MG2	\$6,632,699	6632699
10	Megaserver MG3	\$6,643,938	6643938.2
11	Miniserver C1	\$10,155,512	10155511.8
12	Miniserver C2	\$9,657,143	9657143.2
13	Miniserver C3	\$11,393,261	11393261.4
14	<b>Grand Total</b>	<b>\$94,412,099</b>	<b>94412098.6</b>
15			
16			
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23			
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25			
26			
27			
28			
29			

### PivotTable Fields

Choose fields to add to report:

Search

☐ Qtr1  
☐ Qtr2  
☐ Qtr3  
☐ Qtr4  
☒ **Total**

More Tables...

Drag fields between areas below

**Filters**

Salespe  
Σ Valu

**Rows**

Product

Σ Value

Total Sa  
Sum of

☐ Defer Layout Update

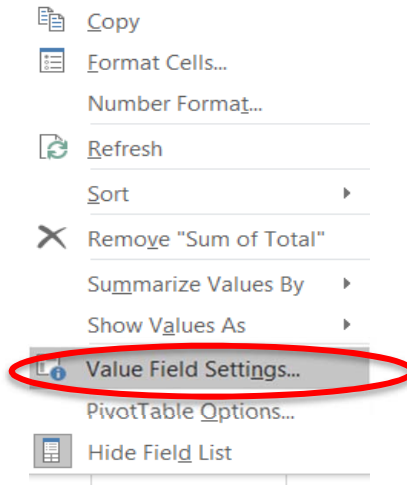
- (1) Right click on cell C3, which contains the heading Sum of Totals

	A	B	C
1		<b>Column Labels</b>	

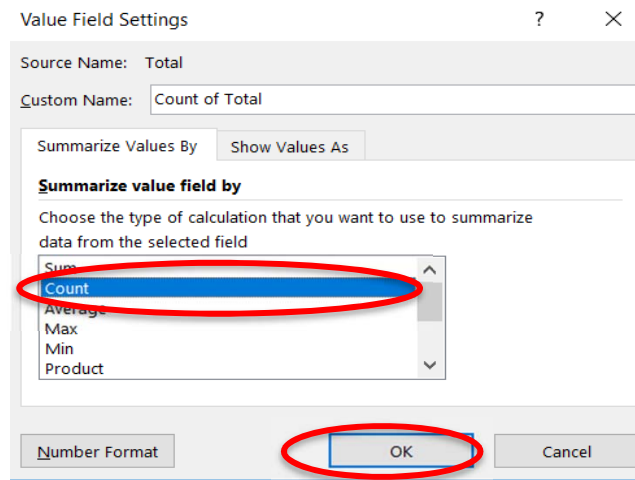


2		<b>Gary Peters</b>		<b>Joan</b>
3	<b>Row Labels</b>	<b>Total Sales</b>	<b>Sum of Total</b>	<b>Total</b>
4	Gigaserver GZX1	\$10,331,105	10331104.6	
5	Gigaserver GZX2	\$8,742,648	8742647.6	

(2) Select Value Field Settings



(3) Select Count



(4) Select OK

- I. Change C3 from **Count of Total** to **Count**

	A	B	C	
1	Column Labels ▾			
2	Gary Peters			
3	Row Labels ▾	Total Sales	Count of Total	Total
4	Gigaserver GZX1	\$10,331,105	60	
5	Gigaserver GZX2	\$8,742,648	44	
6	Maxiserver XL1	\$9,339,874	50	
7	Maxiserver XL2	\$10,077,645	58	
8	Megaserver MG1	\$11,438,274	61	
9	Megaserver MG2	\$6,632,699	41	
10	Megaserver MG3	\$6,643,938	38	
11	Miniserver C1	\$10,155,512	58	
12	Miniserver C2	\$9,657,143	55	
13	Miniserver C3	\$11,393,261	66	
14	Grand Total	\$94,412,099	531	
15				

	A	B	C	
1	Column Labels ▾			
2	Gary Peters			
3	Row Labels ▾	Total Sales	Count	Total
4	Gigaserver GZX1	\$10,331,105	60	
5	Gigaserver GZX2	\$8,742,648	44	
6	Maxiserver XL1	\$9,339,874	50	
7	Maxiserver XL2	\$10,077,645	58	
8	Megaserver MG1	\$11,438,274	61	
9	Megaserver MG2	\$6,632,699	41	
10	Megaserver MG3	\$6,643,938	38	
11	Miniserver C1	\$10,155,512	58	
12	Miniserver C2	\$9,657,143	55	
13	Miniserver C3	\$11,393,261	66	
14	Grand Total	\$94,412,099	531	

Gary Peters had 531 clients, of which 60 purchased Gigaserver GZX1.

- J. What was the average sales in dollars for Gary Peters' clients that purchased Gigaserver GZX1?
- (1) Again, add **Total** to the **Values** section, by selecting the field and dragging it to the Values section.