

Pivot Table: CSA Tutorial Data File with Data Inconsistencies

Use Pivot Tables to transform the Source Data from last year:

	A	B	C	D	E	F	G	H	I	J	K
1	Sales Order #	Salesperson #	Salesperson	Title	Region #	Region	State	Product	# of units	Sales	Profit Margin
2	35005	1305	John Tyler	Sales Associate I	4	West	NM	Stuffed Elephant	120	2,520.00	1,470.00
3	35006	1304	James Monroe	Sales Associate I	2	Northeast	NJ	Stuffed Frog	72	1,584.00	972.00
4	35009	1305	John Tyler	Sales Associate I	2	Northeast	NH	Stuffed Elephant	132	2,772.00	1,617.00
5	35011	1306	George Washington	Senior Sales Associate	3	South	LA	Stuffed Frog	108	2,376.00	1,458.00
6	35014	1303	James Polk	Senior Sales Associate	1	Midwest	SD	Stuffed Elephant	72	1,512.00	882.00
7	35017	1304	James Monroe	Sales Associate I	1	Midwest	MO	Stuffed Elephant	36	756.00	441.00
8	35025	1305	John Tyler	Sales Associate I	4	West	HI	Stuffed Unicorn	72	1,440.00	828.00
9	35026	1303	James Polk	Senior Sales Associate	2	Northeast	MA	Stuffed Bear	120	3,000.00	1,770.00
10	35027	1303	James Polk	Senior Sales Associate	2	Northeast	ME	Stuffed Frog	84	1,848.00	1,134.00
11	35032	1305	John Tyler	Sales Associate I	1	Midwest	MN	Stuffed Elephant	120	2,520.00	1,470.00
12	35041	1306	George Washington	Senior Sales Associate	4	West	UT	Stuffed Frog	120	2,640.00	1,620.00
13	35046	1305	John Tyler	Sales Associate I	3	South	AL	Stuffed Unicorn	120	2,400.00	1,380.00
14	35052	1306	George Washington	Senior Sales Associate	1	Midwest	MO	Stuffed Bear	72	1,800.00	1,062.00

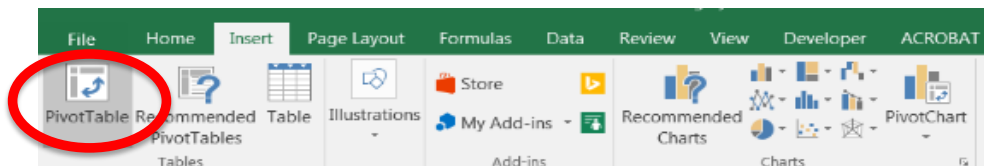
Into meaningful information by using a Pivot Table:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		Column Labels											
2		George Washington											
3	Row Labels	Total Sales	Count	Average	% of Salesperson	% of Product	Rank	Total Sales	Count	Average	% of Salesperson	% of Product	Rank
4	Stuffed Bear	\$263,700	148	\$1,782	20.30%	15.76%	2	\$165,300	97	\$1,704	19.35%	9.88%	3
5	Stuffed Elephant	\$398,664	240	\$1,661	30.69%	15.19%	1	\$258,552	158	\$1,636	30.26%	9.85%	1
6	Stuffed Frog	\$255,816	141	\$1,814	19.69%	14.67%	3	\$177,936	101	\$1,762	20.83%	10.21%	2
7	Stuffed Koala	\$130,752	81	\$1,614	10.06%	16.39%	4	\$79,776	52	\$1,534	9.34%	10.00%	6
8	Stuffed Panda	\$128,340	76	\$1,689	9.88%	13.85%	5	\$90,528	51	\$1,775	10.60%	9.77%	4
9	Stuffed Unicorn	\$121,920	71	\$1,717	9.38%	14.47%	6	\$82,320	46	\$1,790	9.63%	9.77%	5
10	Grand Total	\$1,299,192	757	\$1,716	100.00%	15.09%		\$854,412	505	\$1,692	100.00%	9.92%	

- A. What were George Washington's sales in dollars for the Stuffed Penguin product?
Select any cell with data on the **Source Data Sheet**, for example cell C7.

	A	B	C	D	E	F	G	H	I	J	K
1	Sales Order #	Salesperson #	Salesperson	Title	Region #	Region	State	Product	# of units	Sales	Profit Margin
2	35005	1305	John Tyler	Sales Associate I	4	West	NM	Stuffed Elephant	120	2,520.00	1,470.00
3	35006	1304	James Monroe	Sales Associate I	2	Northeast	NJ	Stuffed Frog	72	1,584.00	972.00
4	35009	1305	John Tyler	Sales Associate I	2	Northeast	NH	Stuffed Elephant	132	2,772.00	1,617.00
5	35011	1306	George Washington	Senior Sales Associate	3	South	LA	Stuffed Frog	108	2,376.00	1,458.00
6	35014	1303	James Polk	Senior Sales Associate	1	Midwest	SD	Stuffed Elephant	72	1,512.00	882.00
7	35017	1304	James Monroe	Sales Associate I	1	Midwest	MO	Stuffed Elephant	36	756.00	441.00
8	35025	1305	James Monroe	Sales Associate I	4	West	HI	Stuffed Unicorn	72	1,440.00	828.00
9	35026	1303	James Polk	Senior Sales Associate	2	Northeast	MA	Stuffed Bear	120	3,000.00	1,770.00
10	35027	1303	James Polk	Senior Sales Associate	2	Northeast	ME	Stuffed Frog	84	1,848.00	1,134.00

- B. On the Insert tab select Pivot Table



- C. The **Table/Range** is defined based on the number of rows and columns in the data
Place the Pivot Table on an Existing Worksheet: **'Pivot 1 Product by Salesperson'!\$A\$1**

Create PivotTable

Choose the data that you want to analyze

☒ Select a table or range

Table/Range: **'Source Data'!\$A\$1:\$K\$5018**

☐ Use an external data source

Choose Connection...

Connection name:

☐ Use this workbook's Data Model

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 **Sales** to the **Values** section, by selecting the field and dragging it to the Values section.

The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable has one column labeled 'Sum of Sales' with a value of 8609400. The PivotTable Fields task pane is open on the right. The 'Sales' field is selected and circled in red. The 'Sum of Sales' field is also circled in red in the Values area.

- 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 two columns labeled 'George Washington' and 'James Madison', and one row labeled 'Sum of Sales' with values 1299192 and 854412. The PivotTable Fields task pane is open on the right. The 'Salesperson' field is selected and circled in red. The 'Salesperson' field is also circled in red in the Columns area.

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

	A	B	C
1	Sum of Sales	Column Labels	
2	Row Labels	George Washington	James Madisc
3	Stuffed Bear	263700	1653
4	Stuffed Elephant	398664	2585
5	Stuffed Frog	255816	1779
6	Stuffed Koala	130752	797
7	Stuffed Panda	128340	905
8	Stuffed Unicorn	121920	823
9	Grand Total	1299192	8544

- H. Change the format of the numbers

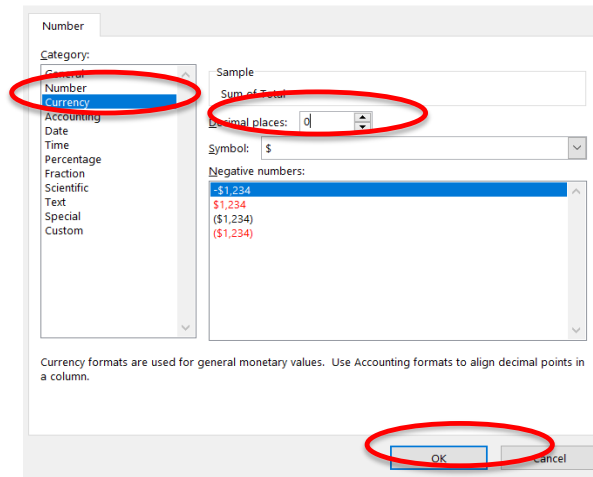
- (1) Right click on cell A1, which contains the heading Sum of Sales

	A	B
1	Sum of Sales	Column Labels
2	Row Labels	George Washington
3	Stuffed Bear	259500
4	Stuffed Elephant	395136
5	Stuffed Frog	253704
6	Stuffed Koala	130752
7	Stuffed Panda	126132
8	Stuffed Pink Elephant	756
9	Stuffed Unicorn	119040
10	Grand Total	1285020

- (2) Select Number Format

(3) Currency

(4) Decimal places 0



(5) OK

(6) If there are no data errors skip to step R on page 12.

If there are data entry errors they must be fixed.

Product Stuffed Elephant should be Stuffed Elephant.

Salesperson George Washington should be George Washington.

	A	B	C	D	E	F	G	H	I
1	Sum of Sales	Column Labels							
2	Row Labels	George Washington	George Washingtons	James Madison	James Monroe	James Polk	John Tyler	Ulysses Grant	Grand Total
3	Stuffed Bear	\$259,500	\$4,200	\$165,300	\$420,300	\$324,000	\$326,100	\$174,000	\$1,673,400
4	Stuffed Elephant	\$395,136	\$2,772	\$258,552	\$651,420	\$518,616	\$562,968	\$214,200	\$2,603,664
5	Stuffed Frog	\$253,704	\$2,112	\$177,936	\$472,824	\$333,168	\$333,168	\$170,544	\$1,743,456
6	Stuffed Koala	\$130,752		\$79,776	\$209,664	\$160,704	\$147,744	\$69,120	\$797,760
7	Stuffed Panda	\$126,132	\$2,208	\$90,528	\$198,168	\$210,588	\$197,340	\$101,844	\$926,808
8	Stuffed Pink Elephant	\$756			\$11,340	\$5,040	\$4,032	\$504	\$21,672
9	Stuffed Unicorn	\$119,040	\$2,880	\$82,320	\$198,720	\$171,840	\$180,000	\$87,840	\$842,640
10	Grand Total	\$1,285,020	\$14,172	\$854,412	\$2,162,436	\$1,723,956	\$1,751,352	\$818,052	\$8,609,400

I. Fix the data inconsistencies

(1) Click on the tab "Source Data", and then press the Ctrl key. Move slightly to the right, release the mouse and then release the Ctrl key.

27	35123	1303	James Polk	Senic
28	35124	1305	John Tyler	Sales
29	35132	1302	Ulysses Grant	Senic
Source Data				
29	35132	1302	Ulysses Grant	
Source Data (2)				

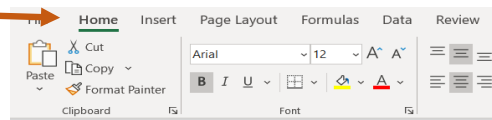
(2) Rename the Source Data (2) tab Sales Data

29	35132	1302	Ulysses Gra	
Source Data				
Sales Data				

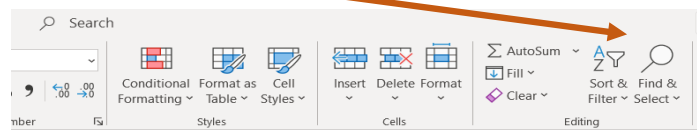
(3) Left click on Column C of the Sales Data sheet

	A	B	C
1	Sales Order #	Salesperson #	Salesperson
2	35005	1305	John Tyler
3	35006	1304	James Monroe
4	35009	1305	John Tyler
5	35011	1306	George Washington
6	35014	1303	James Polk
7	35017	1304	James Monroe
8	35025	1305	John Tyler
9	35026	1303	James Polk
10	35027	1303	James Polk
11	35032	1305	John Tyler
12	35041	1306	George Washington

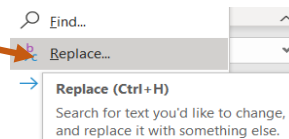
With "Home" selected



Select "Find & Select"

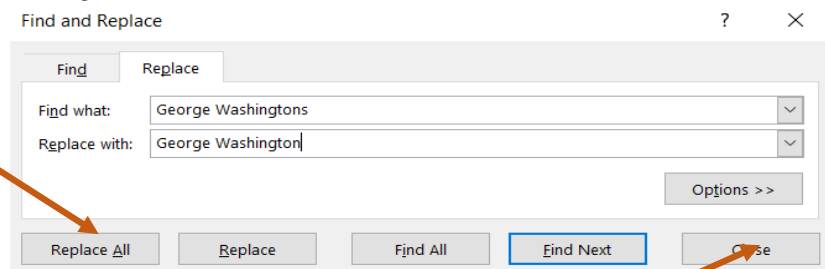


and then "Replace".

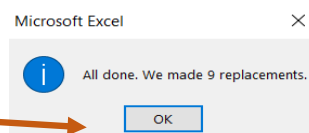


Complete the dialog box.

"Find what:" George Washingtons
"Replace with:" George Washington
Select: "Replace All"



Select "OK".

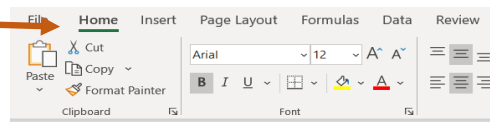


"Close" the "Find and Replace" dialog box.

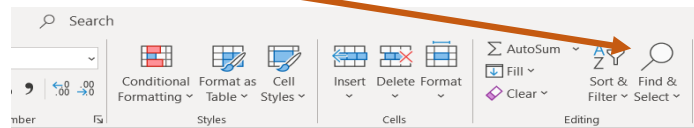
(4) Left click on Column H of the Sales Data sheet

	F	G	H	I
1	Region	State	Product	# of units
2	West	NM	Stuffed Elephant	120
3	Northeast	NJ	Stuffed Frog	72
4	Northeast	NH	Stuffed Elephant	132
5	South	LA	Stuffed Frog	108
6	Midwest	SD	Stuffed Elephant	72
7	Midwest	MO	Stuffed Elephant	36
8	West	HI	Stuffed Unicorn	72
9	Northeast	MA	Stuffed Bear	120
10	Northeast	ME	Stuffed Frog	84
11	Midwest	MN	Stuffed Elephant	120
12	West	UT	Stuffed Frog	120

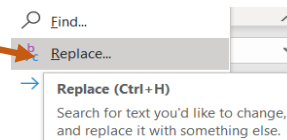
With "Home" selected



Select "Find & Select"



and then "Replace".

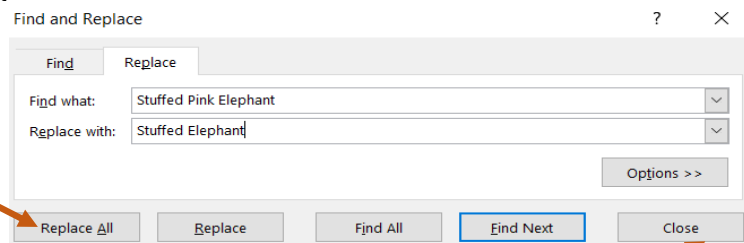


Complete the dialog box.

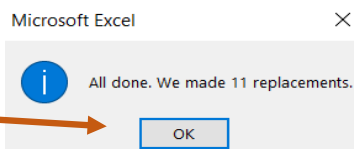
"Find what:" Stuffed Pink Elephant

"Replace with:" Stuffed Elephant

Select: "Replace All"



Select "OK".



"Close" the "Find and Replace" dialog box.

J. Delete the old Pivot Table

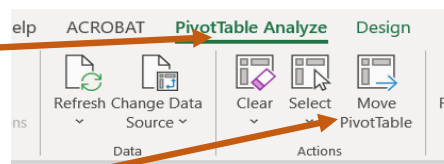
- (1) Select the Pivot 1 Product by Salesperson sheet



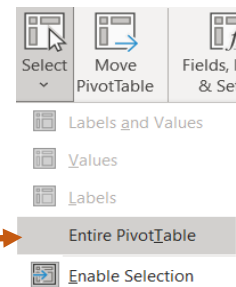
- (2) Select any cell in the Pivot Table

	A	B	C
1	Sum of Sales	Column Labels	
2	Row Labels	George Washington	George Washingtons
3	Stuffed Bear	\$259,500	\$4,200
4	Stuffed Elephant	\$395,136	\$2,772
5	Stuffed Frog	\$253,704	\$2,112
6	Stuffed Koala	\$130,752	
7	Stuffed Panda	\$126,132	\$2,208
8	Stuffed Pink Elephant	\$756	
9	Stuffed Unicorn	\$119,040	\$2,880
10	Grand Total	\$1,285,020	\$14,172

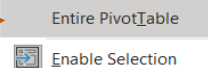
- (3) Select PivotTable Analyze



- (4) Choose Select



- (5) Choose Entire Pivot Table

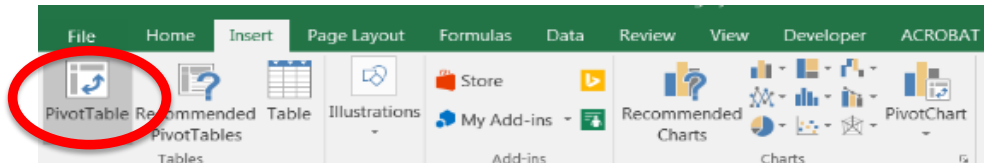


- (6) Press the Delete key

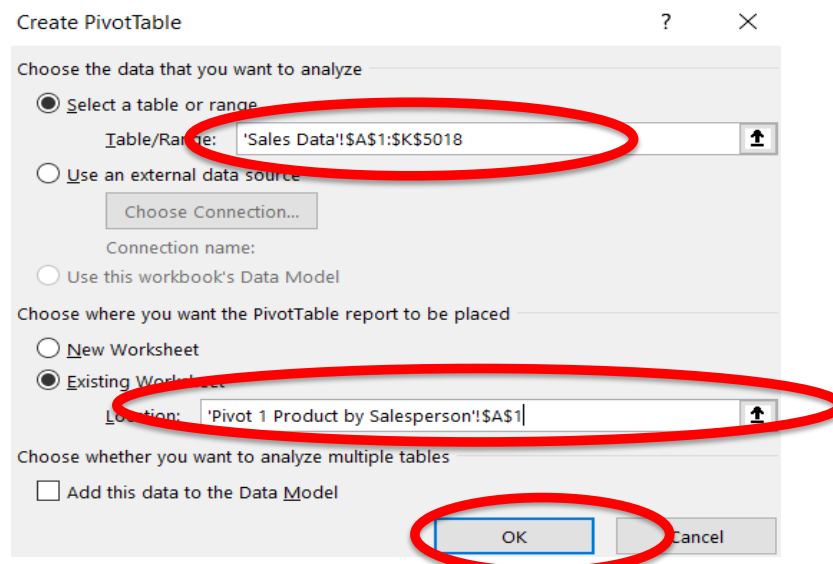
K. Select any cell with data on the Sales Data Sheet, for example cell C7.

	A	B	C	D	E	F	G	H	I	J	K
1	Sales Order #	Salesperson #	Salesperson	Title	Region #	Region	State	Product	# of units	Sales	Profit Margin
2	35005	1305	John Tyler	Sales Associate I	4	West	NM	Stuffed Elephant	120	2,520.00	1,470.00
3	35006	1304	James Monroe	Sales Associate I	2	Northeast	NJ	Stuffed Frog	72	1,584.00	972.00
4	35009	1305	John Tyler	Sales Associate I	2	Northeast	NH	Stuffed Elephant	132	2,772.00	1,617.00
5	35011	1306	George Washington	Senior Sales Associate	3	South	LA	Stuffed Frog	108	2,376.00	1,458.00
6	35014	1303	James Monroe	Senior Sales Associate	1	Midwest	SD	Stuffed Elephant	72	1,512.00	882.00
7	35017	1304	James Monroe	Sales Associate I	1	Midwest	MO	Stuffed Elephant	36	756.00	441.00
8	35025	1305	John Tyler	Sales Associate I	4	West	HI	Stuffed Unicorn	72	1,440.00	828.00
9	35026	1303	James Polk	Senior Sales Associate	2	Northeast	MA	Stuffed Bear	120	3,000.00	1,770.00
10	35027	1303	James Polk	Senior Sales Associate	2	Northeast	ME	Stuffed Frog	84	1,848.00	1,134.00

L. On the Insert tab select Pivot Table

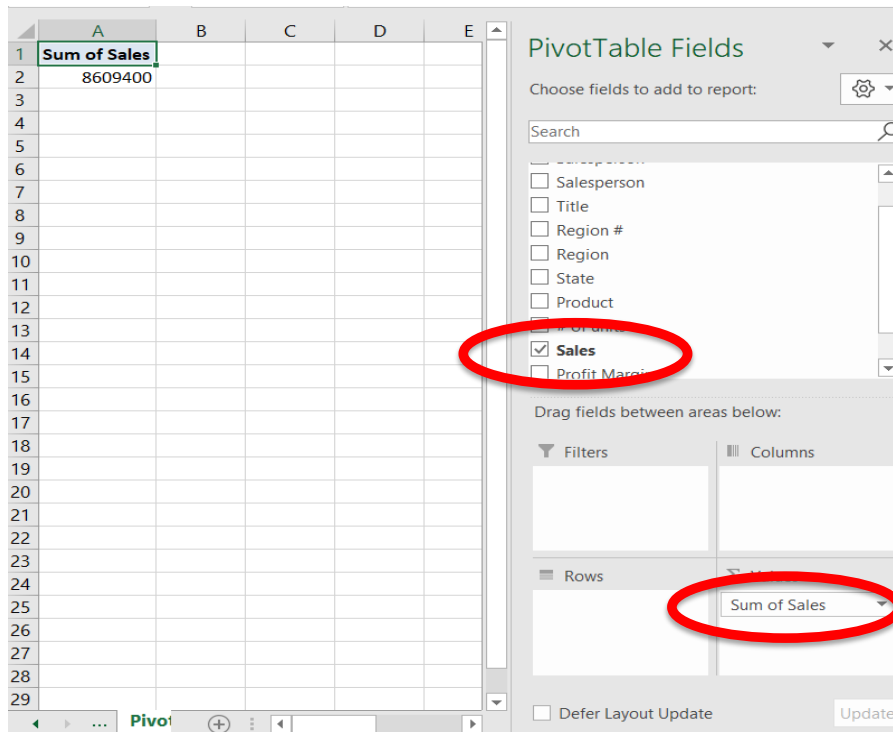


M. The **Table/Range** is defined based on the number of rows and columns in the data
Place the Pivot Table on an Existing Worksheet: **'Pivot 1 Product by Salesperson'!\$A\$1**

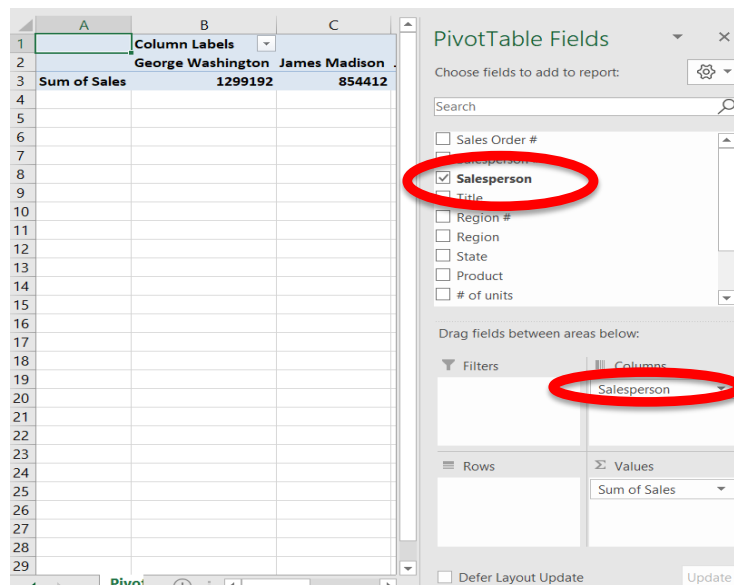


Select OK

- N. Add **Sales** to the **Values** section, by selecting the field and dragging it to the Values section.



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



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

The screenshot displays an Excel PivotTable and the PivotTable Fields task pane. The PivotTable is structured as follows:

	Sum of Sales	Column Labels
Row Labels	George Washington	James Madison
Stuffed Bear	263700	1653
Stuffed Elephant	398664	2585
Stuffed Frog	255816	1779
Stuffed Koala	130752	797
Stuffed Panda	128340	905
Stuffed Unicorn	121920	823
Grand Total	1299192	8544

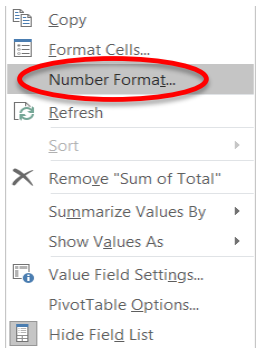
The PivotTable Fields task pane on the right shows the following configuration:

- Choose fields to add to report:** Product (highlighted with a red circle), Sales (checked).
- Drag fields between areas below:**
 - Filters:** (Empty)
 - Columns:** Salesperson
 - Rows:** Product (highlighted with a red circle)
 - Values:** Sum of Sales
- Defer Layout Update:** (Unchecked)
- Update:** (Button)

Q. Change the format of the numbers

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

	A	B
1	Sum of Sales	Column Labels
2	Row Labels	George Washington G
3	Stuffed Bear	259500
4	Stuffed Elephant	395136
5	Stuffed Frog	253704
6	Stuffed Koala	130752
7	Stuffed Panda	126132
8	Stuffed Pink Elephant	756
9	Stuffed Unicorn	119040
10	Grand Total	1285020

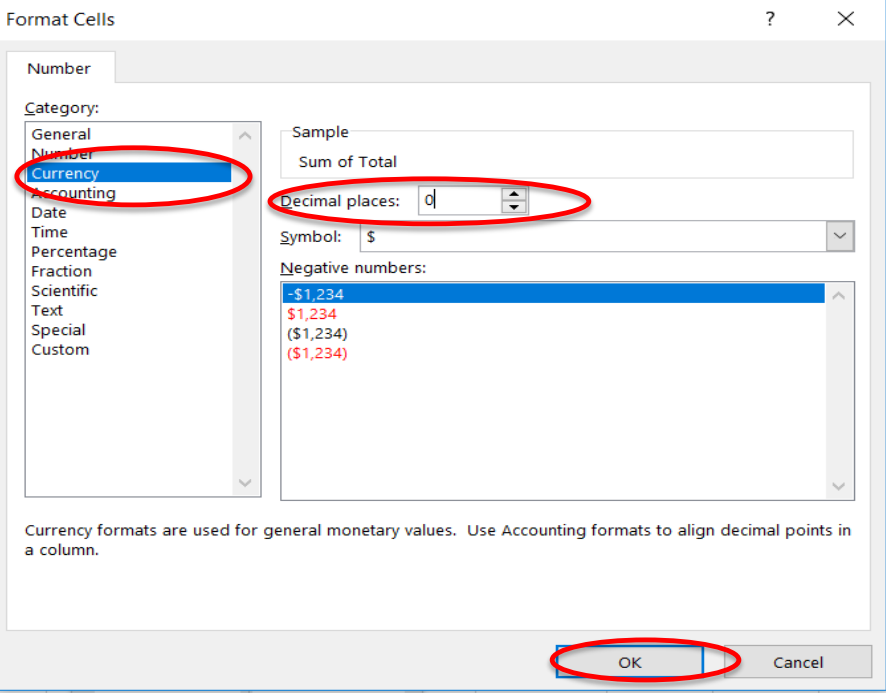


(2) Select Number Format

(3) Currency

(4) Decimal places 0

(5) OK



R. Change the "Sum of Sales" to "Total Sales"

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

	A	B	C	D
1	Sum of Sales	Column Labels		
2	Row Labels	George Washington	James Madison	James Monroe
3	Stuffed Bear	\$263,700	\$165,300	\$420,300

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

	A	B	C	D
1	Total Sales	Column Labels		
2	Row Labels	George Washington	James Madison	James Monroe
3	Stuffed Bear	\$263,700	\$165,300	\$420,300

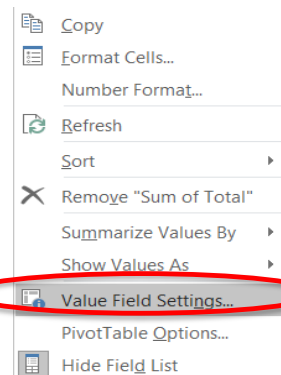
S. How many orders of Stuffed Bears did George Washington's clients place?

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

	A	B	C	D	E
1		Column Labels			
2		George Washington	James Madison		
3	Row Labels	Total Sales	Sum of Sales	Total Sales	Sum of Sales
4	Stuffed Bear	\$263,700	263700	\$165,300	165300
5	Stuffed Elephant	\$398,664	398664	\$258,552	258552
6	Stuffed Frog	\$255,816	255816	\$177,936	177936
7	Stuffed Koala	\$130,752	130752	\$79,776	79776
8	Stuffed Panda	\$128,340	128340	\$90,528	90528
9	Stuffed Unicorn	\$121,920	121920	\$82,320	82320
10	Grand Total	\$1,299,192	1299192	\$854,412	854412

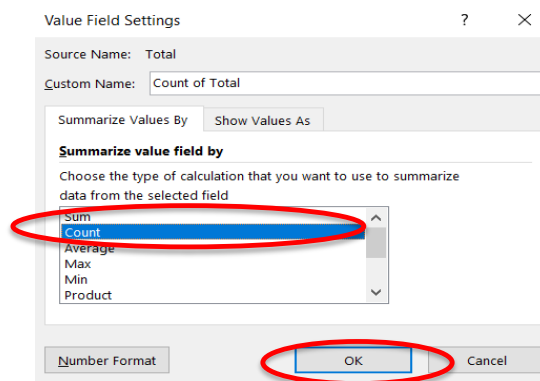
- (2) Right click on cell C3, which contains the heading Sum of Sales

	A	B	C
1	Column Labels		
2	George Washington		
3	Row Labels	Total Sales	Sum of Sales
4	Stuffed Bear	\$263,700	263700
5	Stuffed Elephant	\$398,664	398664



- (3) Select Value Field Settings

- (4) Select Count



- (5) Select OK

- (6) Change C3 from **Count of Total** to **Count**

	A	B	C
1	Column Labels		
2	George Washington		
3	Row Labels	Total Sales	Count of Sales
4	Stuffed Bear	\$263,700	148
5	Stuffed Elephant	\$398,664	240
6	Stuffed Frog	\$255,816	141

	A	B	C
1	Column Labels		
2	George Washington		
3	Row Labels	Total Sales	Count
4	Stuffed Bear	\$263,700	148
5	Stuffed Elephant	\$398,664	240
6	Stuffed Frog	\$255,816	141

T. George Washington's clients placed 757 orders, of which 141 were for Stuffed Bear product. What was the average sales in dollars for George Washington's clients that purchased the Stuffed Frog product?

- (1) Again, add Sales to the **Values** section, by selecting the field and dragging it to the Values section.

	A	B	C	D	E	F	G	H
1		Column Labels						
2		George Washington			James Madison			
3	Row Labels	Total Sales	Count	Sum of Sales	Total Sales			
4	Stuffed Bear	\$263,700	148	263700	\$165,300			
5	Stuffed Elephant	\$398,664	240	398664	\$258,552			
6	Stuffed Frog	\$255,816	141	255816	\$177,936			
7	Stuffed Koala	\$130,752	81	130752	\$79,776			
8	Stuffed Panda	\$128,340	76	128340	\$90,528			
9	Stuffed Unicorn	\$121,920	71	121920	\$82,320			
10	Grand Total	\$1,299,192	757	1299192	\$854,412			
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								

PivotTable Fiel..

Choose fields to add to report:

Search

☐ Region
☐ State
☒ Product
☐ # of units
☒ Sales
☐ Profit Margin

More Tables...

Drag fields between areas below:

Filters

Columns

Salesperson

Σ Values

Rows

Product

Values

Total Sal...

Count

Sum of S...

☐ Defer Layout Update

Update

(2) Right click on cell D3, which contains the heading Sum of Sales

	A	B	C	D
1	Column Labels			
2	George Washington			
3	Row Labels	Total Sales	Count	Sum of Sales
4	Stuffed Bear	\$263,700	148	263700

Copy

Format Cells...

Number Format...

Refresh

Sort

Remove "Sum of Total"

Summarize Values By

Show Values As

Value Field Settings...

PivotTable Options...

Hide Field List

(3) Select Summarize Value By

(4) Select Average

✓ Sum
Count
Average
Max
Min
Product
More Options...

(5) Change D3 from **Sum of Total** to **Average**

	A	B	C	D
1	Column Labels			
2	George Washington			
3	Row Labels	Total Sales	Count	Average of Sales
4	Stuffed Bear	\$263,700	148	1781.756757

	A	B	C	D
1	Column Labels			
2	George Washington			
3	Row Labels	Total Sales	Count	Average
4	Stuffed Bear	\$263,700	148	1781.756757
5	Stuffed Elephant	\$398,664	240	1661.1

(6) Change the format to Currency

U. George Washington sold his clients \$398,664 of the Stuffed Elephant product. The sales of Stuffed Elephants represent what percent of his total sales?

- (1) Again, add Sales to the Values section, by selecting the field and dragging it to the Values section.

	A	B	C	D	E	F	G	H	I
1		Column Labels					PivotTable Field..		
2		George Washington					Choose fields to add to report:		
3	Row Labels	Total Sales	Count	Average	Sum of Sales	Total Sales	Search		
4	Stuffed Bear	\$263,700	148	\$1,782	263700	\$1	<input type="checkbox"/> Region		
5	Stuffed Elephant	\$398,664	240	\$1,661	398664	\$2	<input type="checkbox"/> State		
6	Stuffed Frog	\$255,816	141	\$1,814	255816	\$1	<input checked="" type="checkbox"/> Product		
7	Stuffed Koala	\$130,752	81	\$1,614	130752	\$	<input type="checkbox"/> # of units		
8	Stuffed Panda	\$128,340	76	\$1,689	128340	\$	<input type="checkbox"/> Profit Margin		
9	Stuffed Unicorn	\$121,920	71	\$1,717	121920	\$	More Tables...		
10	Grand Total	\$1,299,192	757	\$1,716	1299192	\$8	Drag fields between areas below:		
11							Filters		
12							Columns		
13							Salesperson		
14							Σ Values		
15							Rows		
16							Product		
17							Σ Values		
18							Count		
19							Average		
20							Sum of S...		
21							<input type="checkbox"/> Defer Layout Update		
22							Update		
23									
24									
25									
26									
27									
28									

(2) Right click on cell E3, which contains the heading Sum of Sales

	A	B	C	D	E
1		Column Labels			
2		George Washington			
3	Row Labels	Total Sales	Count	Average	Sum of Sales
4	Stuffed Bear	\$263,700	148	\$1,782	263700

Copy

Format Cells...

Number Format...

Refresh

Sort

Remove "Sum of Total"

Summarize Values By

Show Values As

Value Field Settings...

PivotTable Options...

Hide Field List

(3) Select Show Values As

(4) Select % of Column Total

No Calculation

% of Grand Total

% of Column Total

% of Row Total

% Of...

% of Parent Row Total

(5) Change E3 from Sum of Total to % of Salesperson

	A	B	C	D	E
1		Column Labels			
2		George Washington			
3	Row Labels	Total Sales	Count	Average	Sum of Sales
4	Stuffed Bear	\$263,700	148	\$1,782	20.30%
5	Stuffed Elephant	\$398,664	240	\$1,661	30.69%
6	Stuffed Frog	\$255,816	141	\$1,814	19.69%
7	Stuffed Koala	\$130,752	81	\$1,614	10.06%
8	Stuffed Panda	\$128,340	76	\$1,689	9.88%
9	Stuffed Unicorn	\$121,920	71	\$1,717	9.38%
10	Grand Total	\$1,299,192	757	\$1,716	100.00%

- V. The sales of Stuffed Elephants represent 30.69% of George Washington's total sales. The sales of Stuffed Bear by George Washington represent what percent of the total sales of the Stuffed Bear product.

- (1) Again, add Sales to the Values section, by selecting the field and dragging it to the Values section.

The screenshot shows the Excel interface with a PivotTable and the PivotTable Field List. The PivotTable is for George Washington's sales, with columns for Total Sales, Count, Average, and % of Salesperson. The PivotTable Field List on the right shows the 'Sales' field being added to the Values section. The 'Sales' field is circled in red in the field list, and 'Sum of Sales' is circled in red in the Values section.

Row Labels	Total Sales	Count	Average	% of Salesperson
Stuffed Bear	\$263,700	148	\$1,782	20.30%
Stuffed Elephant	\$398,664	240	\$1,661	30.69%
Stuffed Frog	\$255,816	141	\$1,814	19.69%
Stuffed Koala	\$130,752	81	\$1,614	10.06%
Stuffed Panda	\$128,340	76	\$1,689	9.88%
Stuffed Unicorn	\$121,920	71	\$1,717	9.38%
Grand Total	\$1,299,192	757	\$1,716	100.00%

PivotTable Field List:

- ☒ Salesperson
 - ☐ Title
 - ☐ Region #
 - ☐ Region
 - ☐ State
- ☒ Product
 - ☐ # of units
 - ☐ Profit Margin
- ☒ Sales

Drag fields between areas below:

Filters: Salesperson

Columns: Salesperson, Values

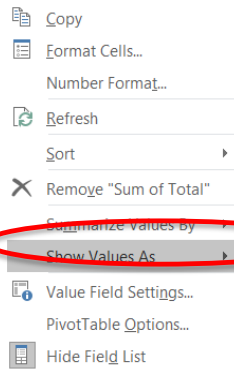
Rows: Product

Values: Total Sales, Count, Average, % of Salesp..., **Sum of Sales**

Defer Layout Update: ☐ Update

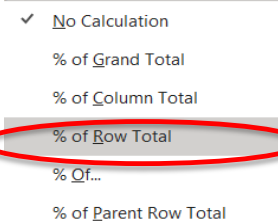
(2) Right click on cell F3, which contains the heading Sum of Sales.

	A	B	C	D	E	F
1	Column Labels					
2	George Washington					
3	Row Labels	Total Sales	Count	Average	% of Salesperson	Sum of Sales
4	Stuffed Bear	\$263,700	148	\$1,782	20.30%	263,700
5	Stuffed Elephant	\$398,664	240	\$1,661	30.69%	398,664



(3) Select Show Values As

(4) Select % of Column Total



(5) Change F3 from Sum of Total to % of Product

	A	B	C	D	E	F	AF
1	Column Labels						
2	George Washington						
3	Row Labels	Total Sales	Count	Average	% of Salesperson	% of Product	Total Total Sales
4	Stuffed Bear	\$263,700	148	\$1,782	20.30%	15.76%	\$1,673,400
5	Stuffed Elephant	\$398,664	240	\$1,661	30.69%	15.19%	\$2,625,336
6	Stuffed Frog	\$255,816	141	\$1,814	19.69%	14.67%	\$1,743,456
7	Stuffed Koala	\$130,752	81	\$1,614	10.06%	16.39%	\$797,760
8	Stuffed Panda	\$128,340	76	\$1,689	9.88%	13.85%	\$926,808
9	Stuffed Unicorn	\$121,920	71	\$1,717	9.38%	14.47%	\$842,640
10	Grand Total	\$1,299,192	757	\$1,716	100.00%	15.09%	\$8,609,400

$$\frac{263,700}{1,673,400} = 15.76\%$$

- W. The sales of Stuffed Bear by George Washington represent 15.76% of the total sales of the Stuffed Bear product.
What were the sales in dollars of the product with the second highest sales for salesperson George Washington?

- (1) Again, add Sales to the Values section, by selecting the field and dragging it to the Values section.

The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable is titled 'George Washington' and is located in the range E3:F10. The PivotTable has 'Product' in the Rows area and 'Sales' in the Values area. The PivotTable Fields task pane on the right shows 'Sales' being added to the Values area. The PivotTable data is as follows:

Row Labels	Total Sales	Count	Average	% of Salesperson	% of Product
Stuffed Bear	\$263,700	148	\$1,782	20.30%	15.76%
Stuffed Elephant	\$398,664	240	\$1,661	30.69%	15.19%
Stuffed Frog	\$255,816	141	\$1,814	19.69%	14.67%
Stuffed Koala	\$130,752	81	\$1,614	10.06%	16.39%
Stuffed Panda	\$128,340	76	\$1,689	9.88%	13.85%
Stuffed Unicorn	\$121,920	71	\$1,717	9.38%	14.47%
Grand Total	\$1,299,192	757	\$1,716	100.00%	15.09%

- (2) Right click on cell G3, which contains the heading Sum of Sales.

The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable is titled 'George Washington' and is located in the range E3:F10. The PivotTable has 'Product' in the Rows area and 'Sales' in the Values area. The PivotTable Fields task pane on the right shows 'Sales' being added to the Values area. The PivotTable data is as follows:

Row Labels	Total Sales	Count	Average	% of Salesperson	% of Product
Stuffed Bear	\$263,700	148	\$1,782	20.30%	15.76%
Stuffed Elephant	\$398,664	240	\$1,661	30.69%	15.19%
Stuffed Frog	\$255,816	141	\$1,814	19.69%	14.67%
Stuffed Koala	\$130,752	81	\$1,614	10.06%	16.39%
Stuffed Panda	\$128,340	76	\$1,689	9.88%	13.85%
Stuffed Unicorn	\$121,920	71	\$1,717	9.38%	14.47%
Grand Total	\$1,299,192	757	\$1,716	100.00%	15.09%

- (3) Select Show Values As

% of Row Total
 % of...
 % of Parent Row Total
 % of Parent Column Total
 % of Parent Total...
 Difference From...
 % Difference From...
 Running Total In...
 % Running Total In...
 Rank Smallest to Largest...
 Rank Largest to Smallest...
 Index

(4) Select Rank Largest to Smallest

Show Values As (Rank)

(5) Select OK to make the base field Product

Calculation: Rank Largest to Smallest

Base Field: Product

OK

Cancel

(6) Change G3 from Sum of Total to Rank

	A	B	C	D	E	F	G
1	Column Labels						
2	George Washington						
3	Row Labels	Total Sales	Count	Average	% of Salesperson	% of Product	Rank
4	Stuffed Bear	\$263,700	148	\$1,782	20.30%	15.76%	2
5	Stuffed Elephant	\$398,664	240	\$1,661	30.69%	15.19%	1
6	Stuffed Frog	\$255,816	141	\$1,814	19.69%	14.67%	3
7	Stuffed Koala	\$130,752	81	\$1,614	10.06%	16.39%	4
8	Stuffed Panda	\$128,340	76	\$1,689	9.88%	13.85%	5
9	Stuffed Unicorn	\$121,920	71	\$1,717	9.38%	14.47%	6
10	Grand Total	\$1,299,192	757	\$1,716	100.00%	15.09%	

The Stuffed Bear product, with sales of \$263,700, had the second highest sales for salesperson George Washington.

Y. Draw a thick outside border around B2:G10, copy the format to AQ.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		Column Labels											
2		George Washington						James Madison					
3	Row Labels	Total Sales	Count	Average	% of Salesperson	% of Product	Rank	Total Sales	Count	Average	% of Salesperson	% of Product	Rank
4	Stuffed Bear	\$263,700	148	\$1,782	20.30%	15.76%	2	\$165,300	97	\$1,704	19.35%	9.88%	3
5	Stuffed Elephant	\$398,664	240	\$1,661	30.69%	15.19%	1	\$258,552	158	\$1,636	30.26%	9.85%	1
6	Stuffed Frog	\$255,816	141	\$1,814	19.69%	14.67%	3	\$177,936	101	\$1,762	20.83%	10.21%	2
7	Stuffed Koala	\$130,752	81	\$1,614	10.06%	16.39%	4	\$79,776	52	\$1,534	9.34%	10.00%	6
8	Stuffed Panda	\$128,340	76	\$1,689	9.88%	13.85%	5	\$90,528	51	\$1,775	10.60%	9.77%	4
9	Stuffed Unicorn	\$121,920	71	\$1,717	9.38%	14.47%	6	\$82,320	46	\$1,790	9.63%	9.77%	5
10	Grand Total	\$1,299,192	757	\$1,716	100.00%	15.09%		\$854,412	505	\$1,692	100.00%	9.92%	

	A	N	O	P	Q	R	S	T	U	V	W	X	Y
1		James Monroe						James Polk					
2		Total Sales	Count	Average	% of Salesperson	% of Product	Rank	Total Sales	Count	Average	% of Salesperson	% of Product	Rank
3	Row Labels	Total Sales	Count	Average	% of Salesperson	% of Product	Rank	Total Sales	Count	Average	% of Salesperson	% of Product	Rank
4	Stuffed Bear	\$420,300	248	\$1,695	19.44%	25.12%	3	\$324,000	185	\$1,751	18.79%	19.36%	3
5	Stuffed Elephant	\$662,760	382	\$1,735	30.65%	25.24%	1	\$523,656	307	\$1,706	30.38%	19.95%	1
6	Stuffed Frog	\$472,824	273	\$1,732	21.87%	27.12%	2	\$333,168	192	\$1,735	19.33%	19.11%	2
7	Stuffed Koala	\$209,664	125	\$1,677	9.70%	26.28%	4	\$160,704	101	\$1,591	9.32%	20.14%	6
8	Stuffed Panda	\$198,168	116	\$1,708	9.16%	21.38%	6	\$210,588	116	\$1,815	12.22%	22.72%	4
9	Stuffed Unicorn	\$198,720	113	\$1,759	9.19%	23.58%	5	\$171,840	102	\$1,685	9.97%	20.39%	5
10	Grand Total	\$2,162,436	1257	\$1,720	100.00%	25.12%		\$1,723,956	1003	\$1,719	100.00%	20.02%	

	A	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1		John Tyler						Ulysses Grant					
2		Total Sales	Count	Average	% of Salesperson	% of Product	Rank	Total Sales	Count	Average	% of Salesperson	% of Product	Rank
3	Row Labels	Total Sales	Count	Average	% of Salesperson	% of Product	Rank	Total Sales	Count	Average	% of Salesperson	% of Product	Rank
4	Stuffed Bear	\$326,100	198	\$1,647	18.62%	19.49%	3	\$174,000	102	\$1,706	21.27%	10.40%	2
5	Stuffed Elephant	\$567,000	332	\$1,708	32.37%	21.60%	1	\$214,704	131	\$1,639	26.25%	8.18%	1
6	Stuffed Frog	\$333,168	195	\$1,709	19.02%	19.11%	2	\$170,544	95	\$1,795	20.85%	9.78%	3
7	Stuffed Koala	\$147,744	84	\$1,759	8.44%	18.52%	6	\$69,120	41	\$1,686	8.45%	8.66%	6
8	Stuffed Panda	\$197,340	113	\$1,746	11.27%	21.29%	4	\$101,844	58	\$1,756	12.45%	10.99%	4
9	Stuffed Unicorn	\$180,000	95	\$1,895	10.28%	21.36%	5	\$87,840	51	\$1,722	10.74%	10.42%	5
10	Grand Total	\$1,751,352	1017	\$1,722	100.00%	20.34%		\$818,052	478	\$1,711	100.00%	9.50%	

	A	AL	AM	AN	AO	AP	AQ
1		Total Total Sales Total Count Total Average Total % of Salesperson Total % of Product Total Rank					
2							
3	Row Labels						
4	Stuffed Bear	\$1,673,400	978	\$1,711	19.44%	100.00%	3
5	Stuffed Elephant	\$2,625,336	1550	\$1,694	30.49%	100.00%	1
6	Stuffed Frog	\$1,743,456	997	\$1,749	20.25%	100.00%	2
7	Stuffed Koala	\$797,760	484	\$1,648	9.27%	100.00%	6
8	Stuffed Panda	\$926,808	530	\$1,749	10.77%	100.00%	4
9	Stuffed Unicorn	\$842,640	478	\$1,763	9.79%	100.00%	5
10	Grand Total	\$8,609,400	5017	\$1,716	100.00%	100.00%	