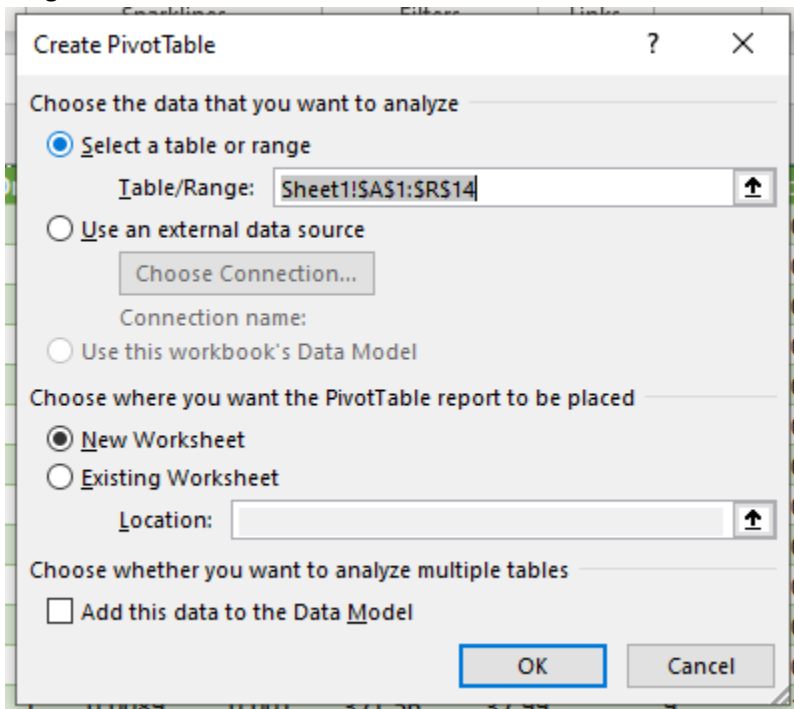


Practice Exercise 12: PivotTables, Pivot Charts, Graphs

Instructions: PivotTables

1. Go to Sheet1.
2. Go to Insert Tab, and click PivotTable
3. Excel automatically detects the table that can be used for the PivotTable. You can also set the range which to include in the PivotTable



4. Select New Worksheet where we will place our PivotTable. Click OK
5. Set Date to Row, Child ASIN to Columns, and Ordered Product Sales to Values.

The PivotTable Fields task pane shows the following configuration:

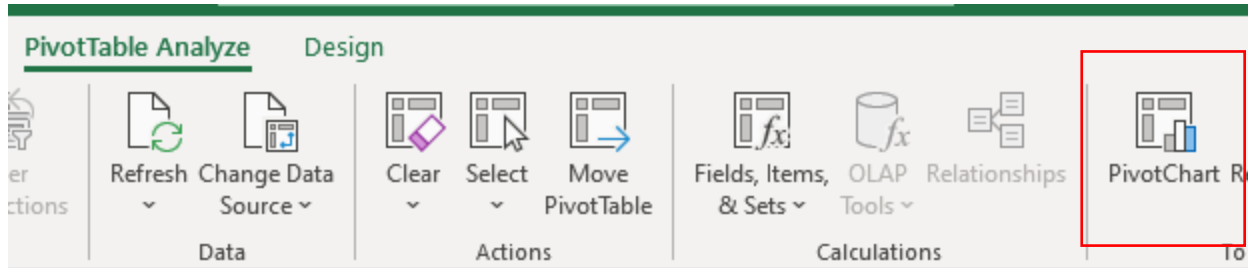
- Choose fields to add to report:**
 - ☐ Unit Session Percentage
 - ☐ Unit Session Percentage - B2B
 - ☒ **Ordered Product Sales**
 - ☐ Ordered Product Sales - B2B
 - ☐ Total Order Items
 - ☐ Total Order Items - B2B
 - ☒ **Quarters**
- Drag fields between areas below:**
 - Filters:**
 - Columns:** (Child) ASIN
 - Rows:** Years, Quarters
 - Values:** Sum of Ordered Product Sales

Buttons: Defer Layout Update, Update

6. Click the Row Label values, Date, in your PivotTable.
7. Go to PivotTable Analyze tab, and click Ungroup.
8. You will notice that the Date rows have collapsed and it now shows all the dates.

Instructions: Pivot Charts

1. Go to your PivotTable you created earlier.
2. Set Date as row values and Ordered Product Sales as values. Set value field settings to SUM
3. Click the **PivotTable Analyze** tab and click PivotChart



4. Select Pie chart and click OK.
5. Right click the Sum of Ordered Product Sales button at the top left corner of the Pie Chart, select Value Field Settings. Select Average.