

Session 5: Exercise

- 1 Open *Film Sales-1* from your sample files folder.
- 2 Convert the range to a table named *Data*.
- 3 Create a pivot table from the *Data* table.
- 4 Add *Row Labels* and *Values* so that your pivot table looks like this:

	A	B	C
3	Values		
4	Row Labels	Sum of Qty	Sum of Total
5	Fedex	6929	55793.38
6	Royal Mail	6606	52965.68
7	TNT	7366	58884.38
8	UPS	6902	55143.36
9	Grand Total	27803	222786.8

- 5 Re-format the values in the pivot table, change the text in the header, and hide row 3, so that your pivot table looks like this:

	A	B	C
2			
4	Carrier	Units	Cost
5	Fedex	6,929	55,793.38
6	Royal Mail	6,606	52,965.68
7	TNT	7,366	58,884.38
8	UPS	6,902	55,143.36
9	Grand Total	27,803	222,786.80

- 6 Add a calculated field to calculate the average cost per unit for each carrier formatted to two decimal places.

	A	B	C	D
2				
4	Carrier	Units	Cost	Cost per Unit
5	Fedex	6,929	55,793.38	8.05
6	Royal Mail	6,606	52,965.68	8.02
7	TNT	7,366	58,884.38	7.99
8	UPS	6,902	55,143.36	7.99
9	Grand Total	27,803	222,786.80	8.01

- 7 Embed a second pivot table starting in cell A11 of the same worksheet that will display sales by studio in an attractive format.

	A	B
11	Studio	Sales
12	20th Century Fox	12,819.76
13	BBC TV	2,891.99
14	Columbia Pictures	11,007.66

- 8 Save your work as *Film Sales-2*.

Film Sales-1

If you need help
slide the page to
the left

