Excel Lab 4 – Pivot Tables and Charts

BE CAREFUL TO FOLLOW EACH OF THE STEPS IN THE DIRECTIONS.

Reference if Needed
- Material presented in the associated Tour
- GCFLearnFree.org: http://www.gcflearnfree.org/excel2013

Assignment – Pivot Tables

Skills
Use of the Excel Pivot table for data analysis

Assignment

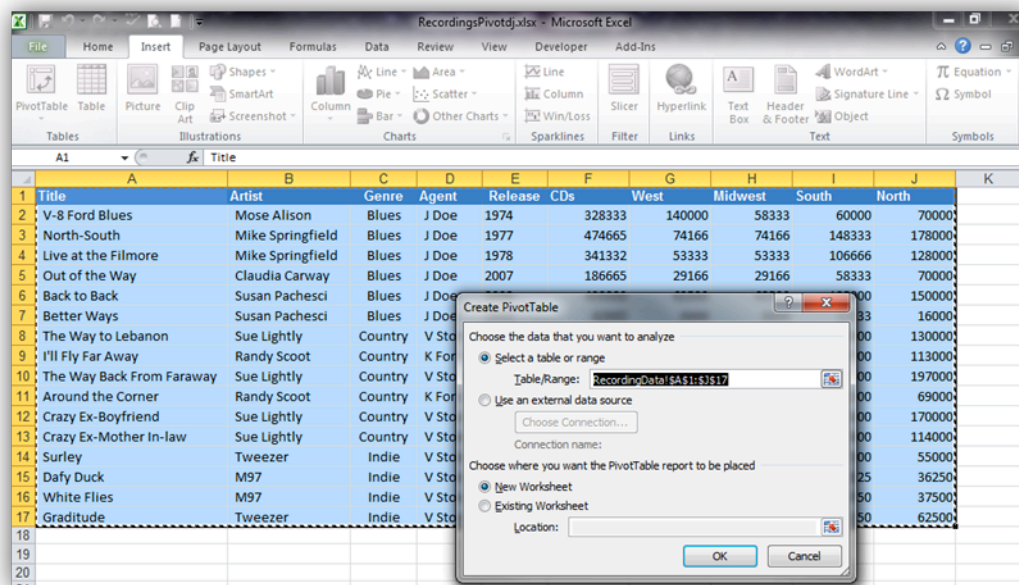## Part 1 – Prepare the Spreadsheet for Analysis
1. Download the following Excel spreadsheet and save it as excelTour4-YourName.xlsx:
2. https://www.cs.mtsu.edu/~hcarroll/1150/tours/msOffice/excelTour4.xlsx.
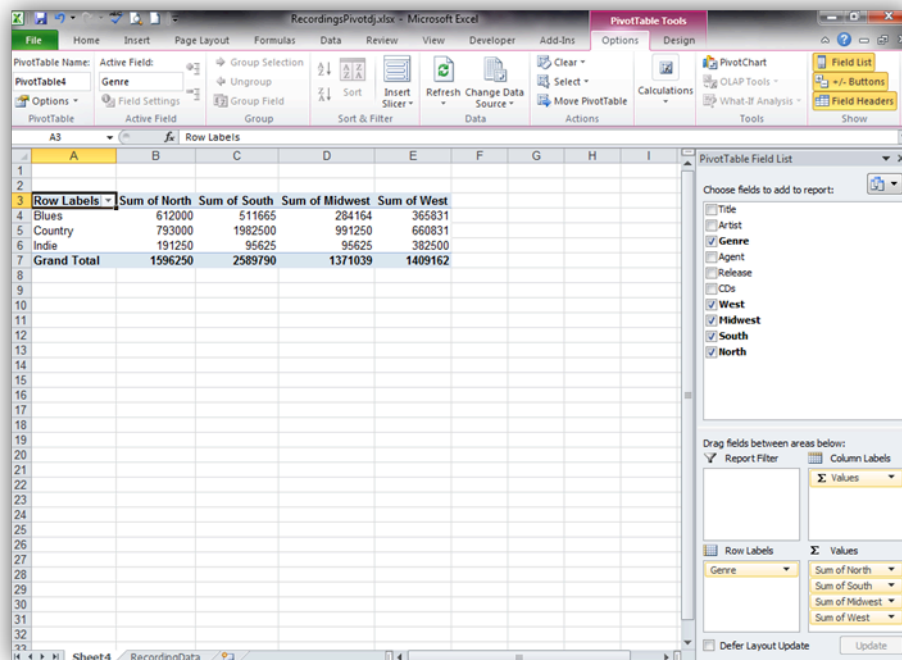
Note: Pivot Table tool will perform any required sorts.

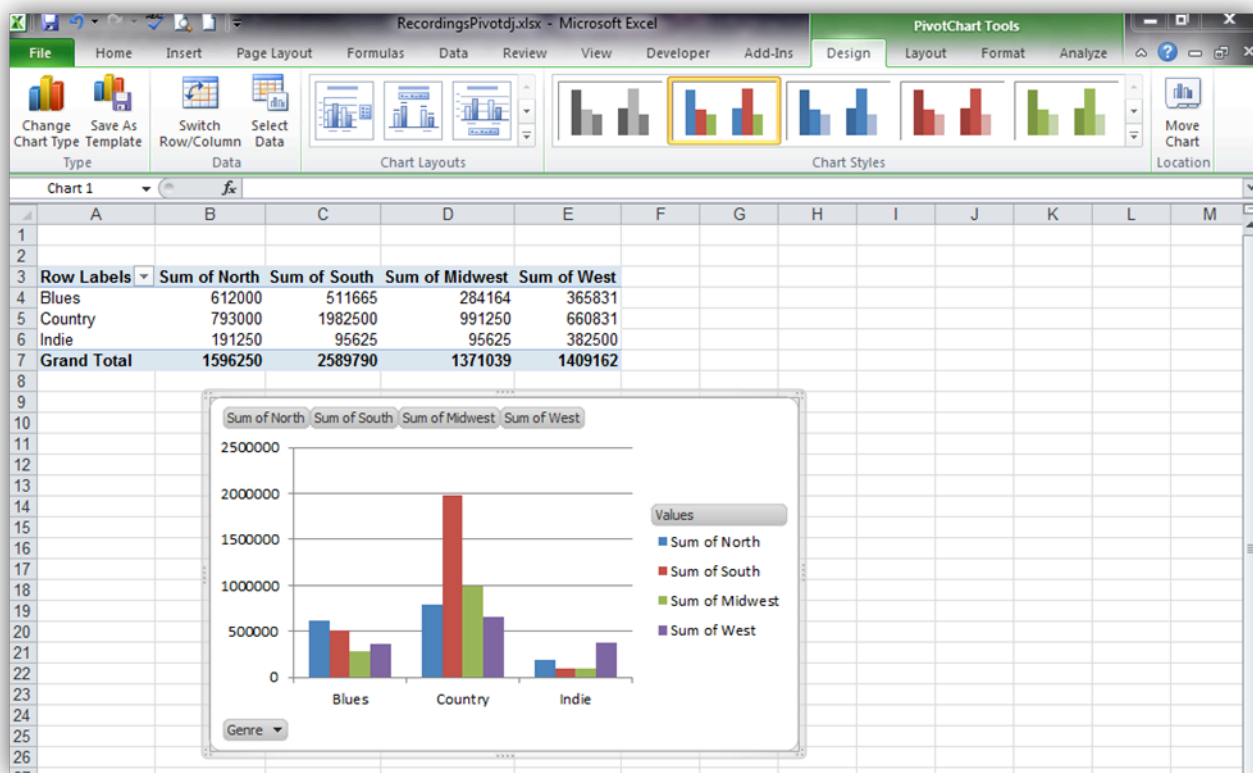## Part 2 – Genre Popularity
1. Select range A1-J17.
2. Insert, Pivot Table (leftmost selection on the Insert tab on the Ribbon).

3. The range should be filled in, if not select the range A1 – J17. Select New Worksheet for the Pivot table and hit OK.
4. Drag Genre to Row Labels box (this will be done on right hand side of screen).
5. Drag each of the Regions to Values box. Do this in the order North, South, Midwest, West.

6. Select spreadsheet range A3-E7.
7. Insert a 2D Clustered Column Chart.
8. Close the Pivot Table Field List window by clicking the x in the upper right corner.
9. The spreadsheet should look as follows, move the chart if needed, type your name in cell A30, and be sure it is visible.
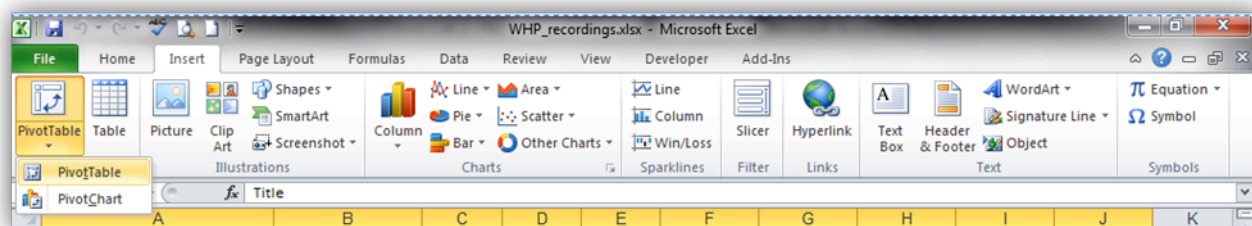

10. Rename the sheet (bottom left hand corner) to GenreRegion.
11. Save the workbook.
12. Answer the following in the Questions sheet:

a. For each of the genres, which region are they the most popular in?
   i. Blues
   ii. Country
   iii. Indie
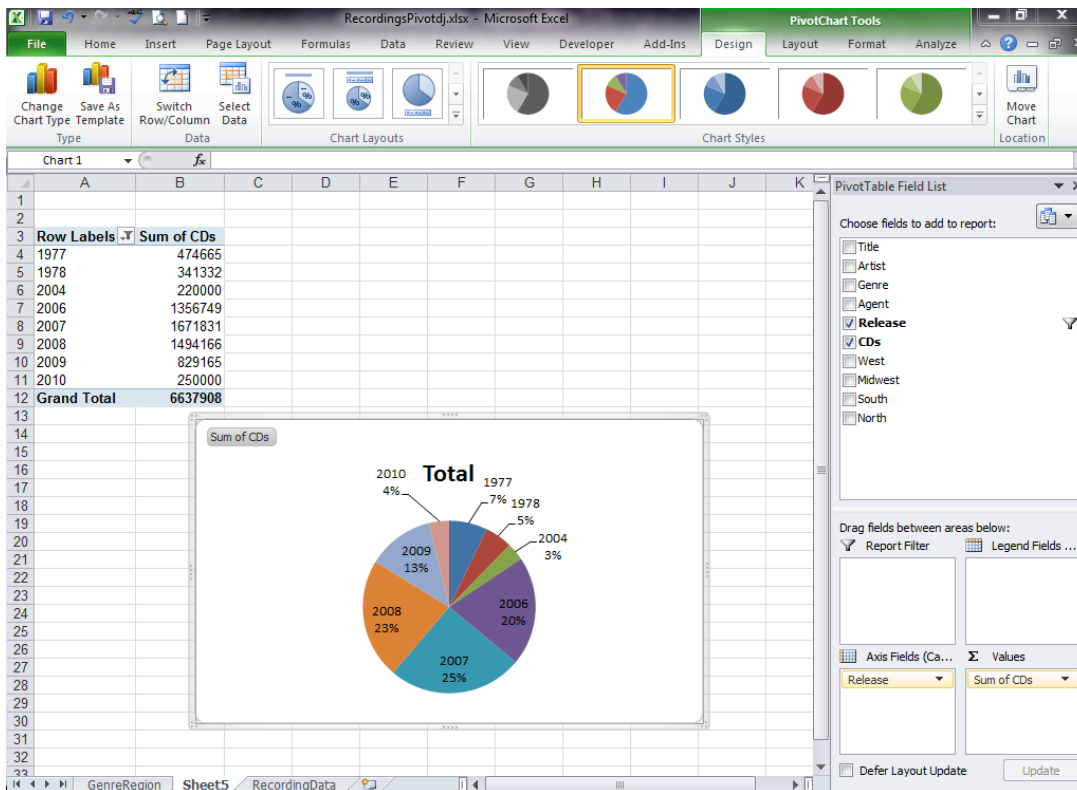
Part 3 – Best Selling Release Year

1. Go to the Recording Data tab (RecordingsRaw).
2. Select range A1-J17.
3. Insert, Pivot Table (leftmost selection on the Insert Ribbon)

4. The range should be filled in. Select New Worksheet for the Pivot table and hit OK.
5. Drag Release to Row Labels box.
6. Drag CDs to Values box.
7. Eliminate 1974 by selecting the filter symbol next to the Row Labels heading (at about cell A4) and clicking on 1974 in the years list. Then click OK.
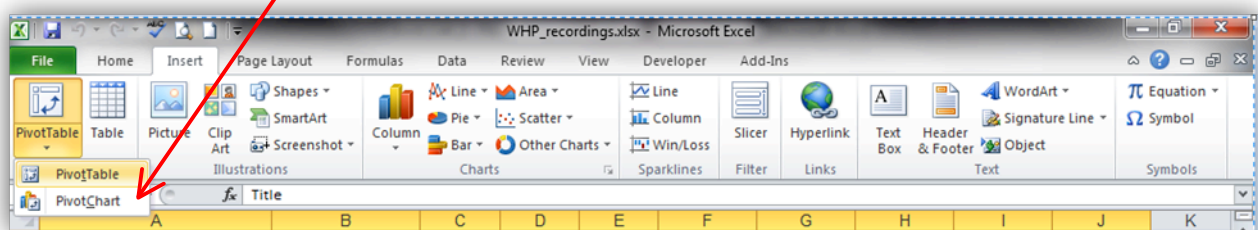

8. Select range A5-B12 and insert a 2D Pie chart, then choose Chart Layout 1 on the Design tab on the Ribbon. Change the chart title to Total Sales.
9. Reposition the chart so it doesn't overlap the data.
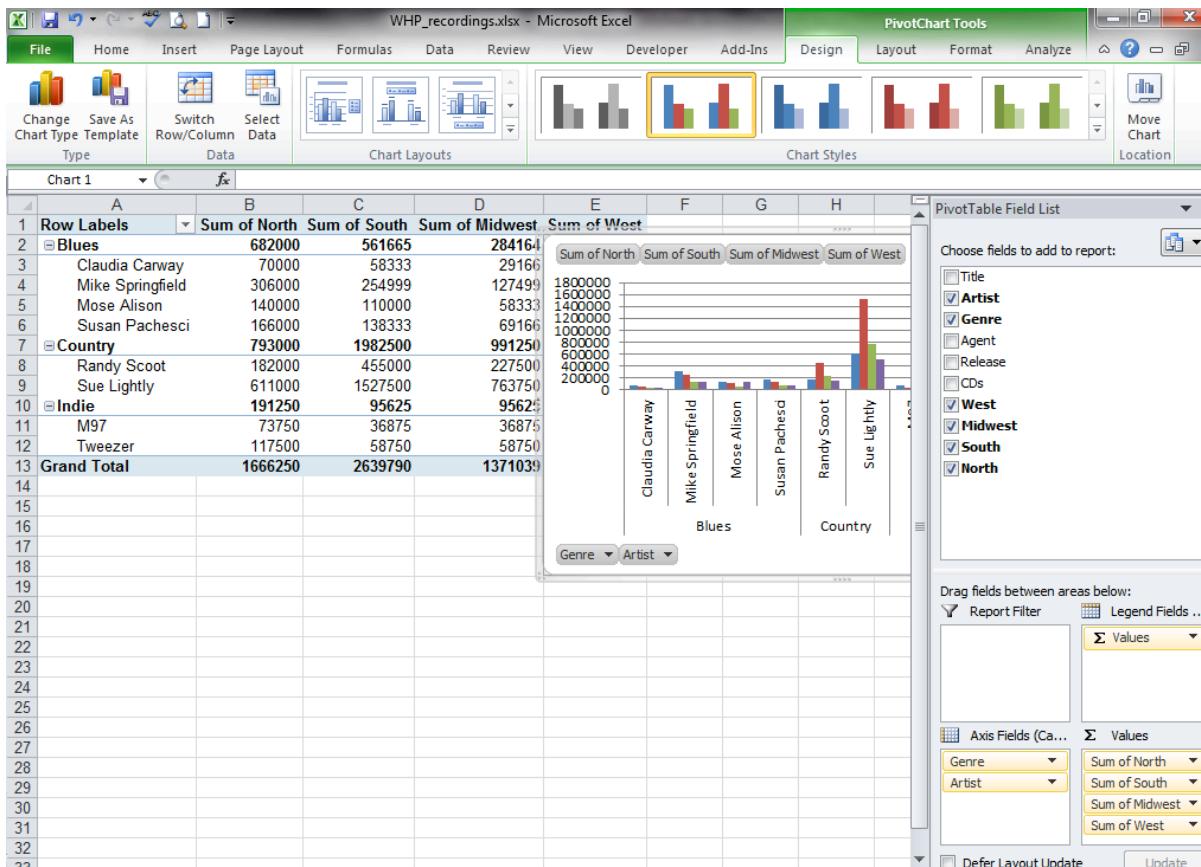10. The spreadsheet should look as follows:

11. Rename the tab to ReleaseYear, type your name in cell A33 and be sure it is visible
12. Save the workbook.
13. Answer the following in the Questions sheet:
    a. Which Release year generated the greatest CD sales <u>and</u> what percent of total company sales did it generate?
    b. What would you say about the company's progress as shown in the latest years of the analysis?
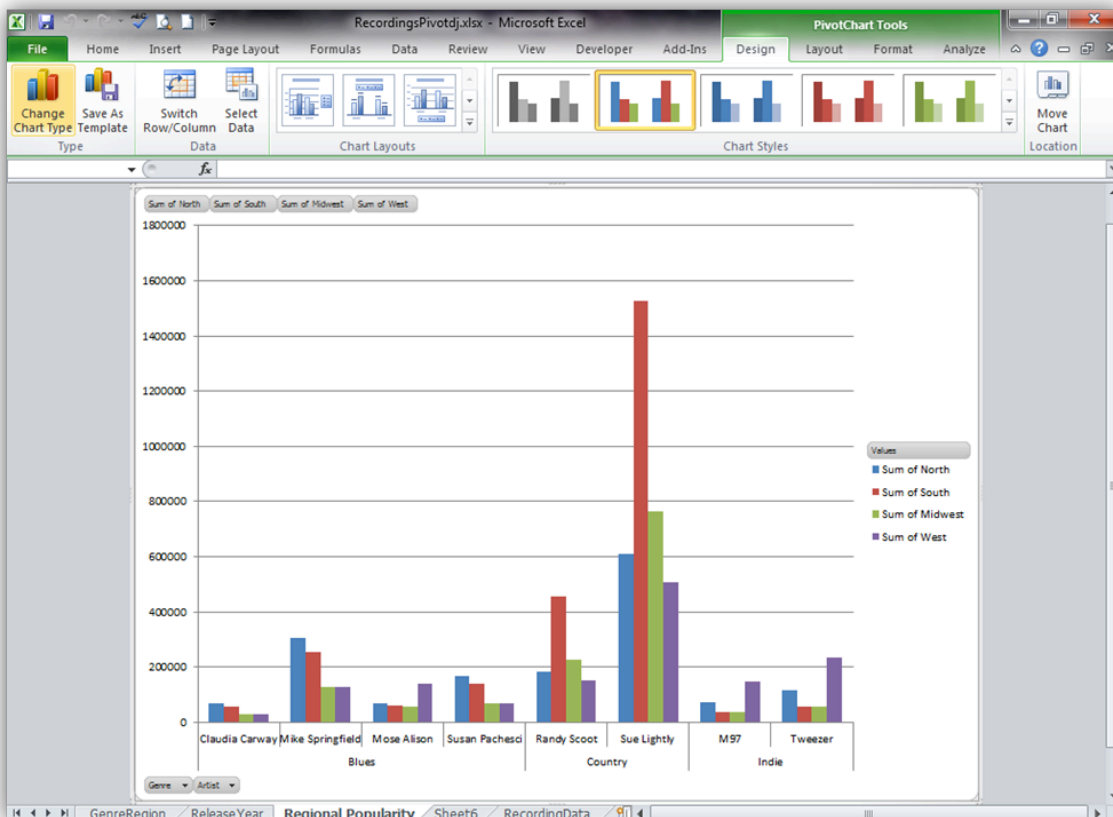
Part 4– Artist Popularity by Region

1. Go to the RecordingsRaw sheet.
2. Select range A1-J17.
3. Insert, Pivot Chart (Be careful here! It's Pivot *CHART*, use the drop down triangle under PivotTable)

4. The range should be filled in. Select New Worksheet for the Pivot table and hit OK.
5. Drag Genre and then Artist to the Axis Fields .
6. Drag each of the Regions to Values box. Do this in the order North, South, Midwest, West.
7. The spreadsheet should look as follows (a mess).

8. Move the chart to a new sheet tab and name it RegionalPopularity (Move Chart option on the right end of the Design tab). Close the Pivot Table Field list window as you did above, click x to close just that window.

9. Your Chart should look as follows:

10. Answer the following in the Questions sheet:
    a. What region is Tweezer most popular in? Is this odd for an Indie Artist?
11. Save the workbook.
12. Close Excel.
13. Submit your e*xcelTour4-YourName.xlsx* file to the "MS Excel IV" D2L dropbox at elearn.mtsu.edu. Late submissions **will be ignored**. If you re-submit an assignment, only the latest resubmission will be graded.