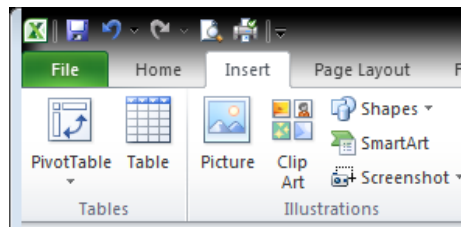


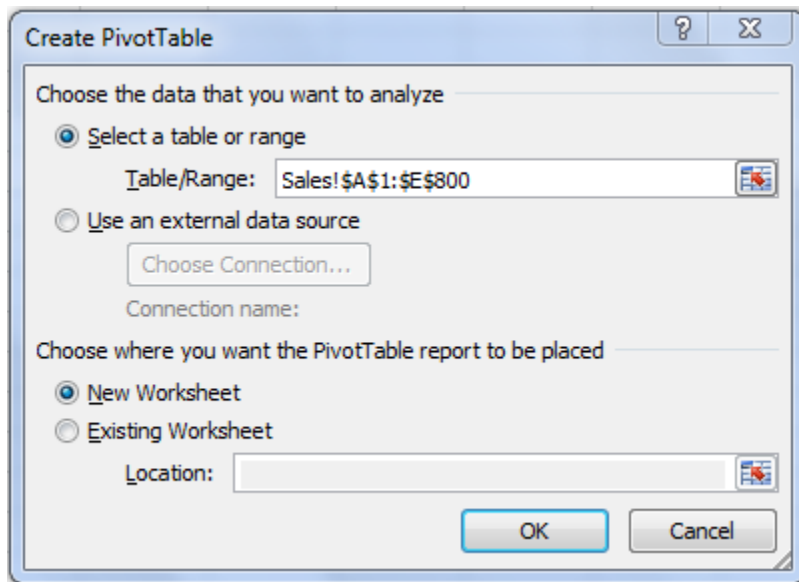
1. Open the *Sales\_data* file
2. Create a new file. Copy all the data from *Sales\_data* to your file. Close *Sales\_data*.
  - *Sales\_data* is locked and you won't be able to change that file.
3. Your goal is to a table with Salesperson as a row and Country as the column

Salesperson	Region		USA		Total Orders	Total % of Orders
	UK		Orders	% of Orders		
Buchanan	\$68,792	5.6%		0.0%	\$68,792	5.6%
Callahan		0.0%	\$123,033	10.0%	\$123,033	10.0%
Davolio		0.0%	\$182,500	14.9%	\$182,500	14.9%
Dodsworth	\$75,048	6.1%		0.0%	\$75,048	6.1%
Fuller		0.0%	\$162,504	13.2%	\$162,504	13.2%
King	\$116,963	9.5%		0.0%	\$116,963	9.5%
Leverling		0.0%	\$201,196	16.4%	\$201,196	16.4%
Peacock		0.0%	\$225,764	18.4%	\$225,764	18.4%
Suyama	\$72,528	5.9%		0.0%	\$72,528	5.9%
<b>Grand Total</b>	<b>\$333,331</b>	<b>27.1%</b>	<b>\$894,996</b>	<b>72.9%</b>	<b>\$1,228,327</b>	<b>100.0%</b>

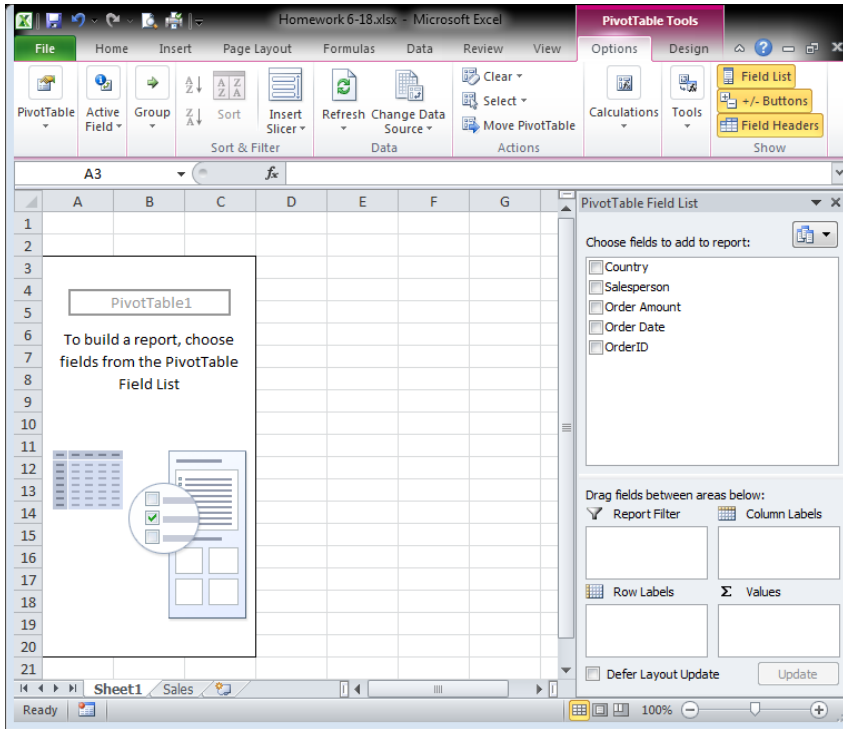
4. Click anywhere in your data
5. On the 'Insert' tab click the 'PivotTable' button and select 'PivotTable'.



6. The Create PivotTable dialog box will open.



7. Tell Excel if you want your Pivot Table in a New Worksheet.
8. Your sheet should now look like this:



9. We want the rows to be the summary by Salesperson, so drag that field to the Row.
10. We want the columns to be by Country, so drag Country to the Column Labels area.
11. We want to add up the Order Amount so drag that field to the  $\Sigma$  Values section. Excel should automatically assume "sum of"
12. The sheet should now look like this:

The screenshot shows the completed PivotTable in Excel. The PivotTable is structured with Salesperson as Row Labels and Country as Column Labels. The values are summed for Order Amount. The PivotTable Field List task pane is updated to reflect these changes: Country is in Column Labels, Salesperson is in Row Labels, and Order Amount is in Values. The 'Update' button is visible at the bottom of the task pane.

	UK	USA	Grand Total
<b>Sum of Order Amount</b>			
Buchanan	\$68,792		\$68,792
Callahan		\$123,033	\$123,033
Davolio		\$182,500	\$182,500
Dodsworth	\$75,048		\$75,048
Fuller		\$162,504	\$162,504
King	\$116,963		\$116,963
Leverling		\$201,196	\$201,196
Peacock		\$225,764	\$225,764
Suyama	\$72,528		\$72,528
<b>Grand Total</b>	<b>\$333,331</b>	<b>\$894,996</b>	<b>\$1,228,327</b>

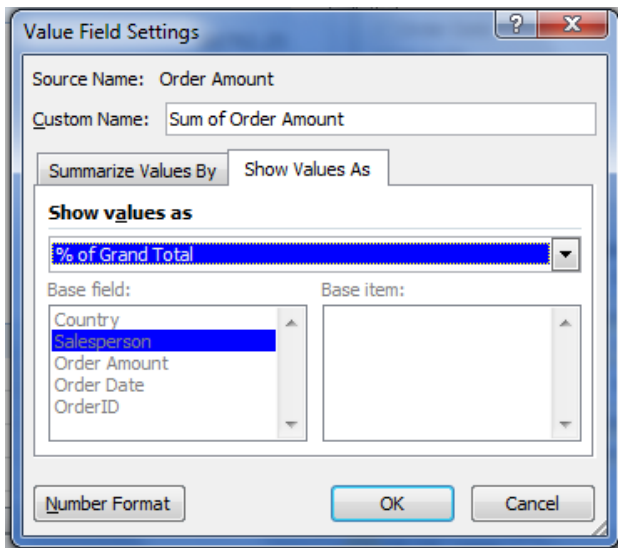
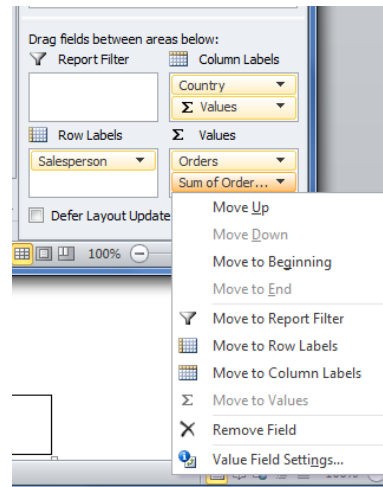
13. In the table change *Column Labels* to *Region*, change *Sum of Order Amount* to *Orders* and change *Row Labels* to *Salesperson*.
14. Change the name of the sheet to "Summary of Sales"

**Adding the %s:**

15. Drag Order Amount and add it again to the  $\Sigma$  Values section.
16. Click once on the Sum of Order amount and select Value Field Settings
17. On the Show Values as tab, pick % of Grand Total.

Click on Number Format and reduce the decimal places to 1.

Click OK



18. Change the title for those columns to "% of Orders"
19. Add borders as seen in the example in step 3. Fix column widths.
20. Set the footer to:

Name Period X	File Name Sheet Name	Date
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21. Save the file as Homework 6-18

22. Print and turn in.