

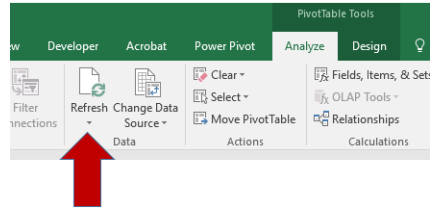
- 1) From the Sports table, create a Pivot Table
- 2) Change the Golf, 4<sup>th</sup> Qtr value from 2000 to 20.

Golf	Qtr 4	2000
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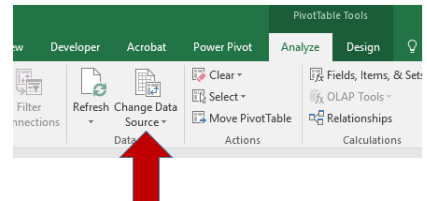
Change to

Golf	Qtr 4	20
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- 3) Refresh the Pivot Table to reflect change
  - a. Click on the Pivot Table to see menu



- 4) Add a row to the table and update the Pivot Table by clicking on Change Data Source and then selecting the new range.



- 5) Create 4 different PT displays

Row Labels	Sum of Sales
Golf	9930
Tennis	11170
Soccer	20
<b>Grand Total</b>	<b>21120</b>

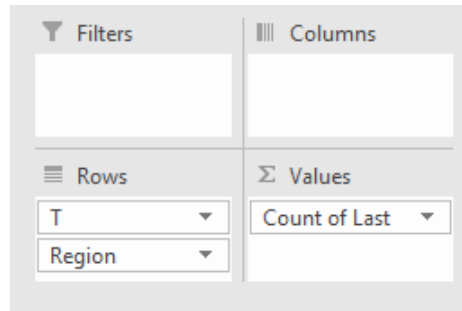
Row Labels	Sum of Sales
<b>Golf</b>	<b>9930</b>
Qtr 3	7930
Qtr 4	2000
<b>Tennis</b>	<b>11170</b>
Qtr 3	4670
Qtr 4	6500
<b>Soccer</b>	<b>20</b>
Qtr 3	20
<b>Grand Total</b>	<b>21120</b>

Row Labels	Sum of Sales
<b>Qtr 3</b>	<b>12620</b>
Golf	7930
Tennis	4670
Soccer	20
<b>Qtr 4</b>	<b>8500</b>
Golf	2000
Tennis	6500
<b>Grand Total</b>	<b>21120</b>

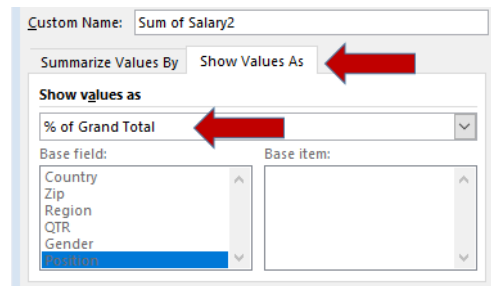
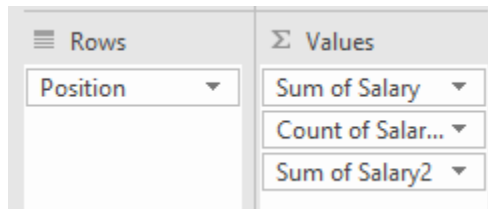
Sum of Sales	Column Labels		
Row Labels	Qtr 3	Qtr 4	Grand Total
Golf	7930	2000	9930
Tennis	4670	6500	11170
Soccer	20		20
<b>Grand Total</b>	<b>12620</b>	<b>8500</b>	<b>21120</b>

Insert a new table comparing FT employees to PT employees. Compare by region and number of employees. *Hint: In row area insert T and Region. Insert Last (name.) in Values area. This will result in a count of individuals.*

Count of Last	
<b>FT</b>	<b>12</b>
Midwest	4
Northeast	4
Pacific	2
Southwest	2
<b>PT</b>	<b>3</b>
Midwest	1
Pacific	1
Southwest	1
<b>Grand Total</b>	<b>15</b>



Make a Pivot table that totals all the salaries from the different categories. Add the Salary info 3 times to the Value segment. On the second one, change it to a Count of Salary. On the third, change it to the percentage of the salary.



	Sum of Salary	Count of Salary2	Sum of Salary2
Administration	\$ 275,000.00	2	29.33%
Construction	\$ 88,000.00	3	9.39%
Machinist	\$ 62,000.00	2	6.61%
Musician	\$ 500.00	1	0.05%
Operations	\$ 130,000.00	3	13.87%
Sales	\$ 382,000.00	4	40.75%
<b>Grand Total</b>	<b>\$ 937,500.00</b>	<b>15</b>	<b>100.00%</b>

