

**Course
&
Test Series**

Self-Made Assignment - MS Excel

Using Pivot Table and Chart in MS Excel

Make this Dataset.

Transaction ID	Customer Name	Region	Product	Sales Amount
201	Rajesh Kumar	North	Laptop	75000
202	Anita Sharma	South	Mobile	85000
203	Sunil Verma	East	Tablet	60000
204	Priya Mehta	West	Laptop	72000
205	Ramesh Gupta	North	Mobile	55000
206	Suresh Yadav	South	Tablet	50000
207	Pooja Singh	East	Laptop	90000
208	Arjun Patel	West	Mobile	88000
209	Neha Joshi	North	Tablet	78000
210	Vikram Rao	South	Laptop	62000

Instructions to Create a Pivot Table

1. Open MS Excel and enter the above dataset into a worksheet.
2. Select any cell within the dataset.
3. Click on the **Insert** tab and select **Pivot Table**.
4. In the **Create PivotTable** dialog box, select **New Worksheet** and click **OK**.
5. In the **PivotTable Fields** pane:
 - o Drag **Region** to the **Rows** area.
 - o Drag **Sales Amount** to the **Values** area.
 - o Drag **Product** to the **Columns** area (Optional).
6. The Pivot Table will now display total sales for each region.

Instructions to Create a Pivot Chart

1. Click anywhere inside the Pivot Table.
2. Go to the **Insert** tab and click on **Pivot Chart**.
3. Choose a suitable chart type (e.g., **Column Chart** or **Pie Chart**) and click **OK**.
4. The Pivot Chart will be inserted into the worksheet.
5. Customize the chart by adding **Chart Title**, **Data Labels**, and formatting options as needed.

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