

M365 Excel Basics Video 08: PivotTable Reports: Summarize Values By and Show Values As

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Topics covered in the M365 Excel Basics Video 8:

PivotTables

- ❖ Using the Grouping Feature in a Standard PivotTable
- ❖ Filtering in a Standard PivotTable Report Using a Slicer
- ❖ Applying a Slicer to Multiple PivotTables
- ❖ Two ways to Calculate: Summarize Values and Show Values As
- ❖ Single column of survey data, PT with Count and Show Values As % of Column Total

				Years					
Region	Product	Sum of Rev (\$)	Average of Rev (\$)	2021	2022	Product	Sum of Rev (\$)	Average of Rev (\$)	Number of Transactions
Africa	Hot Wheels	310,962	122			Hot Wheels	1,456,162	119	12,213
	LOL OMG Surprise	295,556	117			LOL OMG Surprise	1,465,471	119	12,265
	LOL Surprise	267,230	106			LOL Surprise	1,483,836	121	12,263
	Monster Trucks	280,743	119			Monster Trucks	1,483,058	124	12,002
	Rainbow High Dolls	284,784	113			Rainbow High Dolls	1,476,232	121	12,234
	Stuffed Animals/Bear	295,741	121			Stuffed Animals/Bears	1,437,982	118	12,200
Africa Total		1,735,016	116			Grand Total	8,802,743	120	73,177
Australia	Hot Wheels	254,934	109						
	LOL OMG Surprise	270,875	109						
	LOL Surprise	295,678	121						
	Monster Trucks	315,663	133						
	Rainbow High Dolls	293,078	123						
	Stuffed Animals/Bear	298,907	118						
Australia Total		1,729,135	119						

Standard PivotTables and Slicers

In our past lessons we have learned what a proper dataset is and the importance of having a proper dataset. We also know that we use Excel to store data, and we use the stored data for calculation and Data Analysis.

Through Calculation and Data Analysis, we convert Raw Data into useful Information

This useful information enables the organization/company to make informed decisions based on the summarized data.

In M365 Excel Basics Video 7, we learned how to create standard PivotTable Reports and slicers. We can use different calculations to summarize the data in a PivotTable, we can either summarize values by various calculations or we can show values as with different calculations.

Slicers are another way of filtering our Data in a PivotTable report as we saw in M365 Excel Basics Video 7. We filter the PivotTable report based on different values of the fields in our report. We can also use the same slicer and apply it to multiple PivotTable reports which allows us to filter the dashboard worksheet based on the criteria we choose.

Filtering in a Standard PivotTable Report and Using a Slicer

When you filter a standard PivotTable Report based on one or more criteria, you are adding conditions to every calculation in the PivotTable. This is different from a Rows Area condition which adds a condition only to the calculations in the row in the report or a columns area condition, which adds a condition only to the calculations in the column in the report.

You can add a filter to a standard PivotTable Report by dragging a field to the Filters Area of the PivotTable task pane or by adding a slicer from the Filter Group in the PivotTable Analyze Ribbon tab. We will use Slicers in this class to add conditions to our PivotTable Reports.

Slicers can be added to the PivotTable to add a condition/criterion to the entire PivotTable, similar to a field in the Filter area.

Using the Filter Feature in the Standard PivotTable

From the PivotTable Fields, Region Field is dragged to the Filters Area of the PivotTable Task Pane as shown below:

The screenshot shows an Excel spreadsheet with a PivotTable and the PivotTable Fields task pane. The PivotTable is structured as follows:

Region	(All)	
Months		Sum of Sales
Jan		693,275
Feb		687,143
Mar		744,108
Apr		685,459
May		715,003
Jun		730,371
Jul		716,303
Aug		1,100,486
Sep		658,599
Oct		722,920
Nov		671,156
Dec		677,921
Grand Total		8,802,743

The PivotTable Fields task pane is open, showing the following configuration:

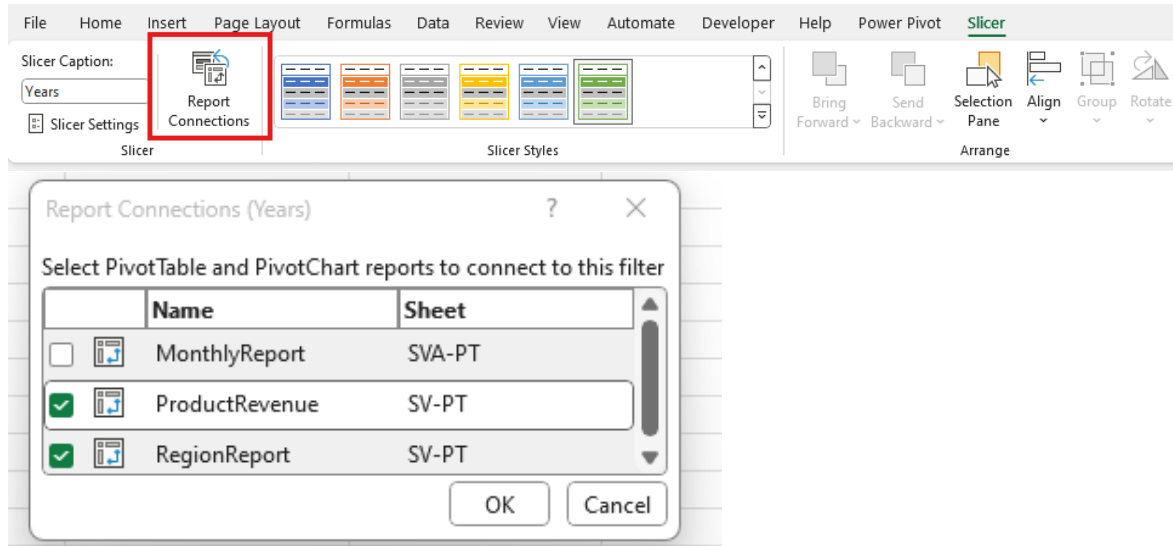
- Choose fields to add to report:** Search box.
- Available Fields:**
 - Date
 - Region**
 - Product
 - Revenue**
 - Months**
 - Quarters (Date)
 - Years (Date)
 - More Tables...
- Drag fields between areas below:**
 - Filters:** Region
 - Columns:**
 - Rows:** Months
 - Values:** Sum of Sales

To Insert a Slicer into a Standard PivotTable

- To insert a Slicer into a PivotTable, click in one cell in the PivotTable Report, then go to the PivotTable Tools Analyze Ribbon Tab, then in the Filter Group, click the Insert Slicer button.
 - You can also click in one cell in the PivotTable Report, then go to the Insert Ribbon Tab, then in the Filters Group, click the Slicer button.

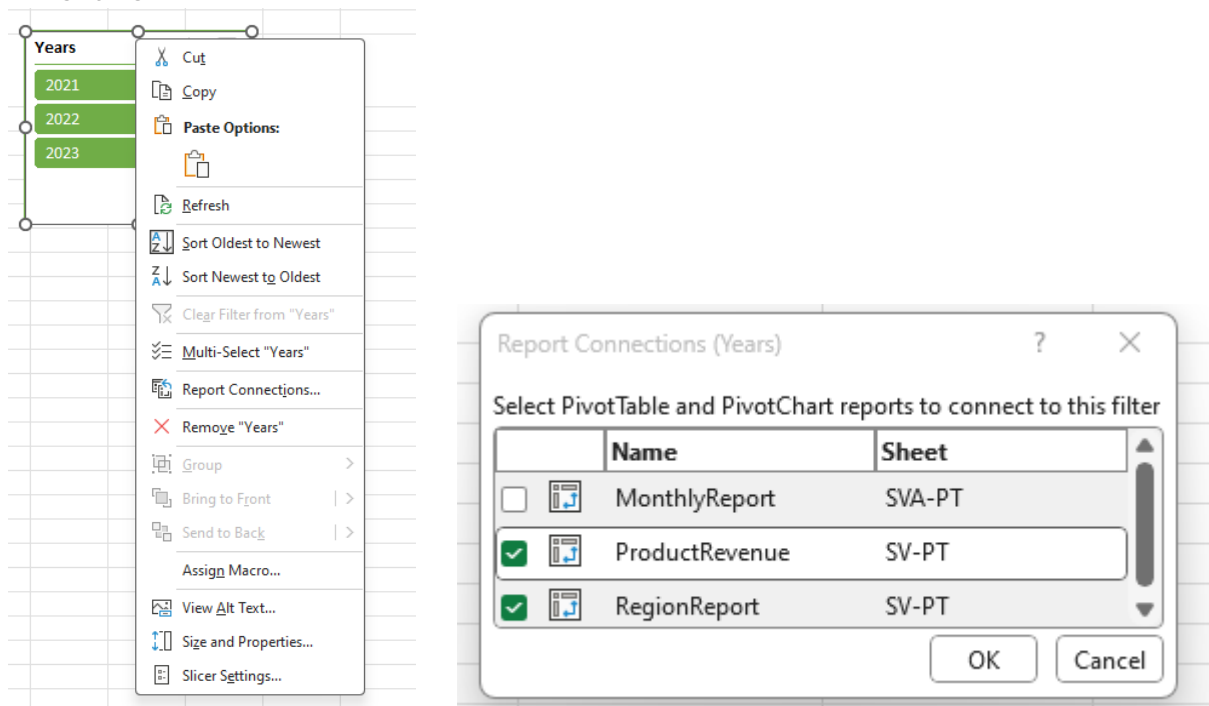
To apply a Slicer to Multiple PivotTables:

1. Click the PivotTable slicer to select it
2. On the Slicer Tab, in the Slicer Group, click the Report Connections button
3. Click the check boxes for all the PivotTables to be associated with the slicer
4. Click OK



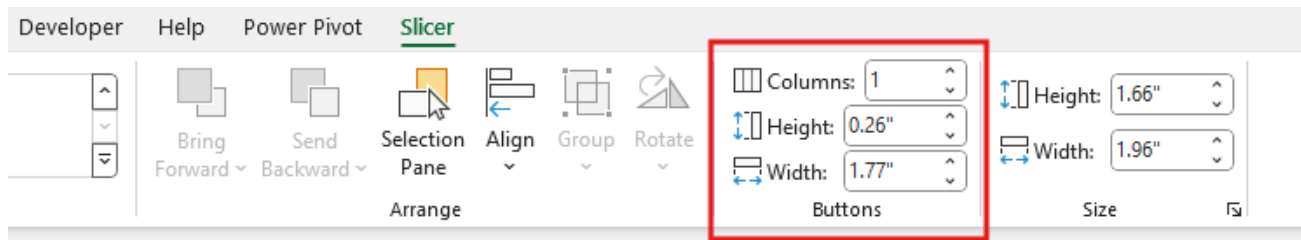
Or

1. Right Click on the PivotTable Slicer to show the drop-down menu
2. From the Drop-Down menu, click on the Report Selections to open the Report Connections dialog box
3. Click to check the boxes for all the PivotTables to be Associated with the Slicer
4. Click OK.



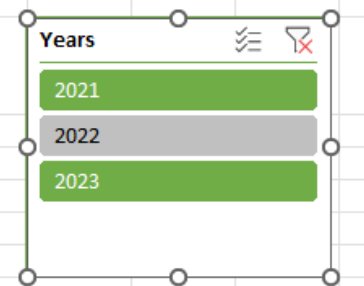
To change the number of columns in your slicer:

1. Click on the Slicer to select it
2. Click on the Slicer Tab, in the Buttons Group, click on the Columns Button and choose the number of columns you would like for your slicer.

**To add Filters and Clear Filters in a Slicer**

To select one field in your slicer, click on the desired field to filter data only for the selected field. To filter multiple fields in a Slicer, select the desired field, then hold down the CTRL key and select the next field. For example, to show the calculated amount for the year 2021 and 2023, select the year 2021 and 2023 in our slicer, you first select the 2021 field, hold down the CTRL key and then select the 2023 field in the Slicer.

Product	Sum of Rev (\$)	Average of Rev (\$)	Number of Transactions
Hot Wheels	742,966	116	6,405
LOL OMG Surprise	761,951	120	6,338
LOL Surprise	792,871	123	6,423
Monster Trucks	766,293	123	6,217
Rainbow High Dolls	782,587	123	6,356
Stuffed Animals/Bears	739,337	117	6,320
Grand Total	4,586,005	120	38,059



To clear the Filters in a Slicer, click on the filter button at the top of the slicer to show the calculated amount for all the years.

Product	Sum of Rev (\$)	Average of Rev (\$)	Number of Transactions
Hot Wheels	1,456,162	119	12,213
LOL OMG Surprise	1,465,471	119	12,265
LOL Surprise	1,483,836	121	12,263
Monster Trucks	1,483,058	124	12,002
Rainbow High Dolls	1,476,232	121	12,234
Stuffed Animals/Bears	1,437,982	118	12,200
Grand Total	8,802,743	120	73,177



Grouping Feature in a Standard PivotTable

One of the most important features of the standard PivotTable tool is the Group Feature. It allows users to use the Number values such as dates and group them into categories like the month, quarter and year. This feature makes it easy to analyze transactions listed as dates into months and year totals and you can create monthly or yearly sales reports. This feature works well in a standard PivotTable but with a Data Model PivotTable it either does not work or works inefficiently.

To remove a field that you have created from dragging the Date field to the Rows Area of your PivotTable, you can uncheck the field from the fields area, or you can drag it out from the Rows Area of the PivotTable.

To group the date field in a standard PivotTable, drag the date field in the Rows Area of the PivotTable, three new fields are created: the Months, Quarters and the Years.

Note: if the fields are not automatically created for you and instead you only see a list of daily dates, then the default for the date and time grouping are turned off. You can change the default settings by going to File, Options, and select the Data tab, uncheck the option to Disable Automatic Grouping of Date/Time columns in PivotTable.

The screenshot displays an Excel PivotTable and the PivotTable Fields task pane. The PivotTable is structured as follows:

Years	Quarter	Months	Date
2021			
2022			
2023			
Grand Total			

The PivotTable Fields task pane shows the following configuration:

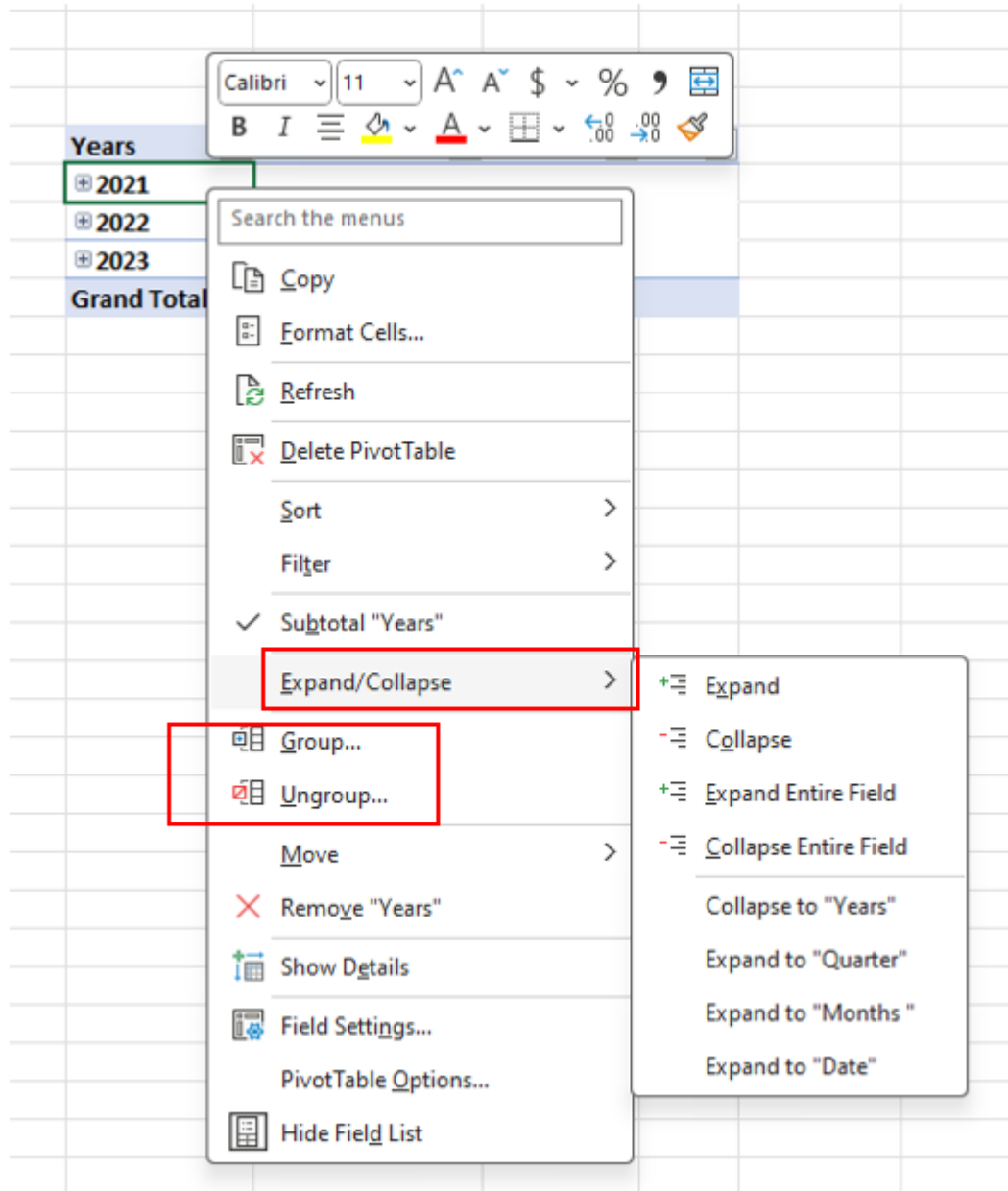
- Choose fields to add to report:**
 - Date
 - Region
 - Product
 - Revenue
 - Months
 - Quarter
 - Years
- Drag fields between areas below:**
 - Filters:** (Empty)
 - Columns:** (Empty)
 - Rows:** Years, Quarter, Months, Date
 - Values:** (Empty)

A red box highlights a note in the task pane: "When you drag the Date field to the Rows Area, this creates the Months, Quarters and Rows Fields".

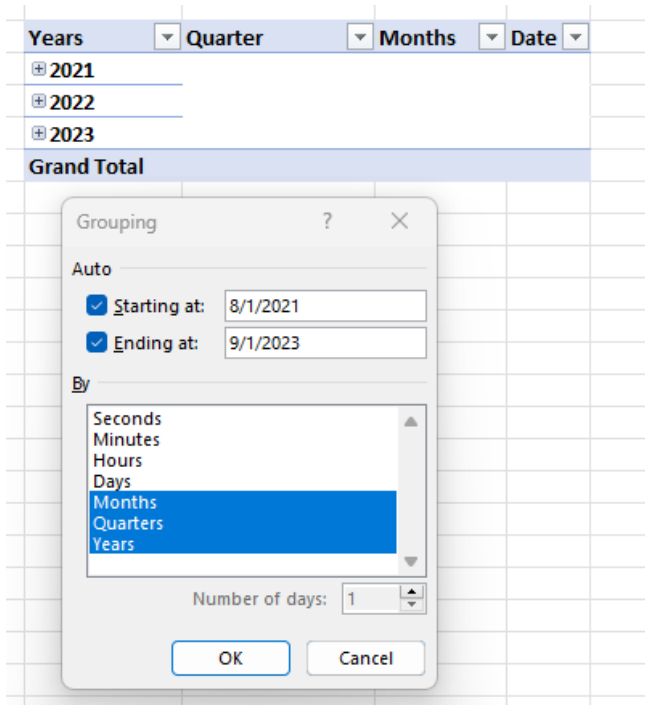
To expand the Years so that you can see the Quarter and the Months, right click on the cell and from the Drop-down menu you can select Expand/Collapse option, and you can choose from the options your desired action, based on if you would like to expand a certain field or all fields or Collapse.

From the drop-down menu, you also have the option to Group or Ungroup the fields. In the Grouping dialog box, you can click to deselect the field that you do not want to show on your PivotTable.

See the pictures below.



To Ungroup – click to deselect the field that you do not want to show on the PivotTable.



Value Field Settings in a Standard PivotTable:

Use the Value field settings dialog box to select the function to summarize your PivotTable report by. The value field settings dialog box is like a one-stop shopping center for the values are calculations in a PivotTable. You can change the name of the calculation, change the type of calculation by either choosing the Summarize Values By, or Show Values As option, and you can also add the Number Formatting to the calculations.

There are four different ways to open the Value Field Settings Dialog Box. You can try any of these and see which one you prefer to use.

1. In the Standard PivotTable Report in the Worksheet, double click on the calculation column header name to open the Value Field Setting dialog box.

The screenshot shows a PivotTable with the following data:

Region	Sum of Revenue
Africa	1735015.7
Australia	1729135.48
Europe	1836458.25
NorthAmerica	1727294.99
South America	1774838.27
Grand Total	8802742.69

The Value Field Settings dialog box is open, showing the following options:

- Source Name: Revenue
- Custom Name: Sum of Revenue
- Summarize Values By: Show Values As
- Summarize value field by: Sum (selected)
- Number Format: (checked)

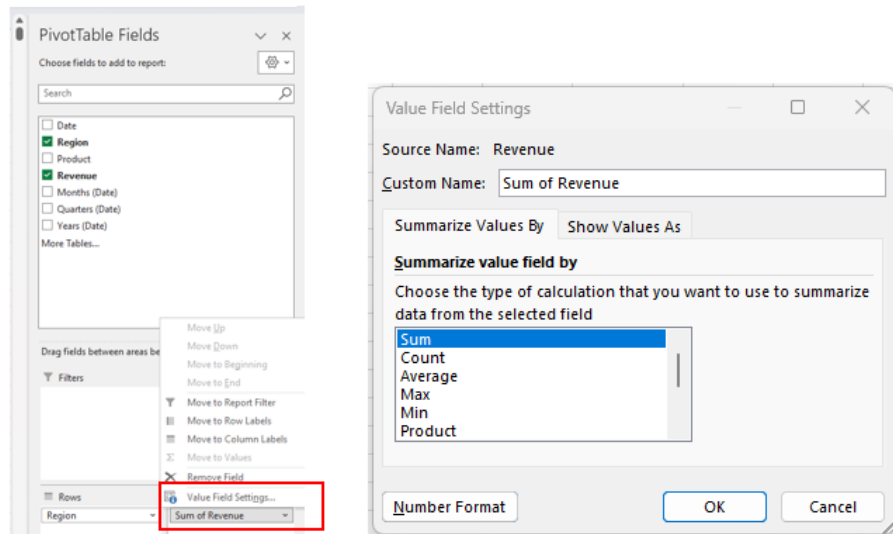
The dialog box also shows the 'Choose fields to add to report' window with the following options:

- Region (checked)
- Revenue (checked)
- Months (Date)
- Quarters (Date)
- Years (Date)
- Tables...

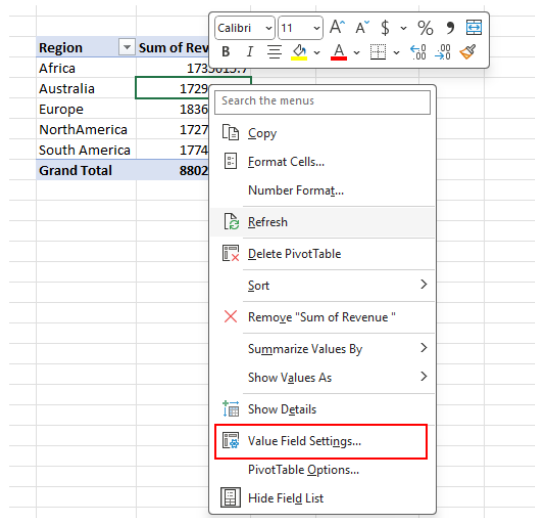
Annotations in the image point to the following elements:

- Double-click the calculation name to open the Value Field Settings
- Type here to change the calculation name
- Choose the type of calculation to change the function
- Click here to add the Number Formatting to the number values

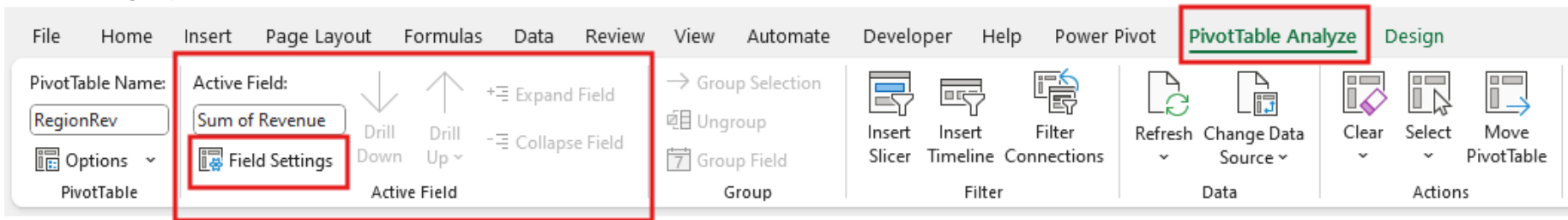
- In the values Area of the PivotTable Fields Task Pane, click the dropdown arrow to the right of the calculation name and then click on the Values Field Settings Option.



- Right-Click a cell in the values area of the standard PivotTable in the worksheet and select the Values Field Settings Option.



4. Click a cell in the values area of a standard PivotTable and then in the PivotTable Analyze Ribbon Tab, in the Active Field Group, click on the Field Settings option.



Note: For the Count calculation in a PivotTable, you can drag any field in the PivotTable list in the values area of your PivotTable. This is because when counting, you are counting how many times each Rows area condition occurs in the dataset. Any number values you drag in the values area of your PivotTable will default to SUM function. If this is not what you want, you can change the function in the Value Field Settings.

To add Number Formatting to the Values area of the PivotTable:

- a. Click in one cell in the Values area of the PivotTable
- b. Right-click the cell and click on “Number Format...”, then in the Number Formatting dialog box select the Number Formatting that you would like and then click OK.

Or:

- a. On the Value Field Settings Dialog box, click on the Number Format button to open the Format Cells dialog box.
- b. On the Format Cells dialog box, select the type of Number Formatting of your choice from the Category list
 - i. If you select the Number – you have the option to select the number of decimals, check the box to use the 1000 separator (,), and choose how to show the negative numbers
 - ii. If you select Currency - you have the option to select the number of decimals, choose the Symbol, and choose how to show the negative numbers
 - iii. If you select Accounting - you have the option to select the number of decimals and choose the Symbol

Aggregate Functions Available in a PivotTable to Summarize Values By:

11 Functions available in a PivotTable		
What you see in Value Field Settings dialog box	Function	What it does
Sum	SUM	Adds
Count	COUNTA	Counts nonempty cells
Average	AVERAGE	Calculates arithmetic mean
Max	MAX	Finds largest value
Min	MIN	Finds smallest value
Product	PRODUCT	Multiplies
Count Numbers	COUNT	Counts numbers
Stdevp	STDEVP	Standard Deviation for a population
Stdevp	STDEVP	Standard Deviation for a population
Var	VAR	Variation for a sample
Varp	VARP	Variation for a population

Value Field Settings

Source Name: Revenue

Custom Name: Sum of Revenue

Summarize Values By: Show Values As

Summarize value field by

Choose the type of calculation that you want to use to summarize data from the selected field

- Sum
- Count
- Average
- Max
- Min
- Product
- Count Numbers
- StdDev
- StdDevp
- Var
- Varp

Number Format OK Cancel

You can use the Value Field Settings dialog box to Summarize Values By. If you change the type of calculation in the PivotTable, you must also type the name of the calculation in the calculation column header. Change the name after you select the function.

In addition to using the Value Field Settings dialog box to Summarize Values By, in the PivotTable, you can also Right-Click on the any of the values in the PivotTable (in the column that you would like to change the calculation on) and the select the Summarize Values by from the dropdown menu to change the function.

The screenshot shows a PivotTable with the following data:

Region	Sum of Revenue
Africa	17350
Australia	1729135.48
Europe	183645
North America	172729
South America	177483
Grand Total	880274

The context menu is open over the 'Sum of Revenue' column. The 'Summarize Values By' option is highlighted with a red box. The sub-menu for 'Summarize Values By' is open, showing the following options:

- Sum (checked)
- Count
- Average
- Max
- Min
- Product
- Distinct Count
- More Options...

You can also have different calculations in a PivotTable and choose how you show your data by choosing different functions for each column. For Example, you can count the number of Sales, Sum of the Total Revenue and the Average Revenue, which means you will drag the Revenue field 3 different times to the Values Area of your PivotTable.

Region	Count of Sales	Sum of Revenue (\$)	Average of Revenue (\$)
Africa	14,925	1,735,016	116
Australia	14,530	1,729,135	119
Europe	14,580	1,836,458	126
NorthAmerica	14,600	1,727,295	118
South America	14,542	1,774,838	122
Grand Total	73,177	8,802,743	120

PivotTable Fields

Choose fields to add to report: ⚙️

Search

- Date
- Region**
- Product
- Revenue**
- Months (Date)
- Quarters (Date)
- Years (Date)
- More Tables...

Drag fields between areas below:

<p>Filters</p>	<p>Columns</p> <p>Σ Values</p>
<p>Rows</p> <p>Region</p>	<p>Values</p> <p>Count of Sales</p> <p>Sum of Revenue (\$)</p> <p>Average of Revenue (\$)</p>

Show Values As

The same thing applies if you would like to Show Values As in different calculations in a PivotTable, you can use the Show As feature to make these calculations. You drag the Revenue field to the values area of a PivotTable the number of times that you desire and then you change the Show As to show the different calculations of your choice.

Note: Remember to change the calculation name after you change your calculation to a different Show Values As calculation. Change the calculation name header after you select the function.

An example of this would be the Difference From calculation, which will determine the amount of change between an end amount, known as the *base field*, and the start amount, known as the *base item*, this calculates as: $End\ Amount - Start\ Amount = Amount\ of\ Change$.

Running Total In calculation will display a value for successive items in the base field as a Running Total.

The screenshot shows a PivotTable with the following data:

Region	Sum of Sales
Africa	1,735,016
Australia	1,72
Europe	1,83
North America	1,72
South America	1,77
Grand Total	8,80

The context menu for the PivotTable is open, and the 'Show Values As' option is highlighted in red. The sub-menu for 'Show Values As' is also open, showing the following options:

- No Calculation
- % of Grand Total
- % of Column Total
- % of Row Total
- % of...
- % of Parent Row Total
- % of Parent Column Total
- % of Parent Total...
- Difference From...
- % Difference From...
- Running Total In...
- % Running Total In...
- Rank Smallest to Largest...
- Rank Largest to Smallest...
- Index
- More Options...

At the bottom of the screen, there are buttons for 'Summarize Values By', 'Show Values As', 'Sales Data', and 'SVA-PT'.

When your calculation is Difference From, be sure to select the Base Item as your start amount for example is you are calculating difference from previous month, your Base Field will be *Month*, and your Base Item will be *Previous*.

Months	Sum of Sales
Jan	
Feb	-6,132
Mar	56,965
Apr	-58,649
May	29,544
Jun	15,367
Jul	-14,068
Aug	384,183
Sep	-441,886
Oct	64,320
Nov	-51,764
Dec	6,765
Grand Total	

Show Values As (Sum of Sales) ? X

Calculation: Difference From

Base Field: Months

Base Item: (previous)

OK Cancel

Month	Sum of Revenue (\$)	Running Total (\$)	Diffence From Previous
Jan	693,275	693,275	
Feb	687,143	1,380,417	-\$6,131.63
Mar	744,108	2,124,525	\$56,964.82
Apr	685,459	2,809,984	-\$58,648.62
May	715,003	3,524,988	\$29,544.16
Jun	730,371	4,255,358	\$15,367.44
Jul	716,303	4,971,661	-\$14,067.83
Aug	1,100,486	6,072,147	\$384,182.71
Sep	658,599	6,730,746	-\$441,886.18
Oct	722,920	7,453,666	\$64,320.36
Nov	671,156	8,124,822	-\$51,763.71
Dec	677,921	8,802,743	\$6,764.53
Grand Total	8,802,743		

PivotTable Fields

Choose fields to add to report:

Search

- Date
- Region
- Product
- Revenue
- Month
- Quarters (Date)
- Years (Date)

More Tables...

Drag fields between areas below:

<p>Filters</p>	<p>Columns</p> <p>Σ Values</p>
<p>Rows</p> <p>Month</p>	<p>Σ Values</p> <p>Sum of Revenue (\$)</p> <p>Running Total (\$)</p> <p>Diffence From Previous</p>

The Tables below shows the lists of the Show Values As calculations that are available in a standard PivotTable.

Show Values As Calculations options	What it Does
% of Grand Total	Displays values as a percentage of the grand total of all the values or data points in the report.
% of Column Total	Displays all the values in each column or series as a percentage of the total for the column or series.
% of Row Total	Displays the value in each row or category as a percentage of the total for the row or category.
% Of	Displays values as a percentage of the value of the Base item in the Base field.
% of Parent Row Total	Calculates values as follows: (value for the item) / (value for the parent item on rows)
% of Parent Column Total	Calculates values as follows: (value for the item) / (value for the parent item on columns)
% of Parent Total	Calculates values as follows: (value for the item) / (value for the parent item of the selected Base field)
Difference From	Displays values as the difference from the value of the Base item in the Base field.
% Difference From	Displays values as the percentage difference from the value of the Base item in the Base field.
Running Total in	Displays the value for successive items in the Base field as a running total.
% Running Total in	Calculates the value as a percentage for successive items in the Base field that are displayed as a running total.
Rank Smallest to Largest	Displays the rank of selected values in a specific field, listing the smallest item in the field as 1, and each larger value with a higher rank value.
Rank Largest to Smallest	Displays the rank of selected values in a specific field, listing the largest item in the field as 1, and each smaller value with a higher rank value.
Index	Calculates values as follows: ((value in cell) x (Grand Total of Grand Totals)) / ((Grand Row Total) x (Grand Column Total))

The most common ones that you will use in this class:

Show Values As Calculation	What it does
% of Grand Total	Divides each value inside the PivotTable by The Grand Total and adds Number Formatting.
% of Column Total	Divides each value in the Column by the Column Total and adds Number Formatting.
Difference From	Displays values as the difference from the value of the Base item in the Base field. Our Example takes current month and subtracts the previous month to get the "Change" from month to month.
% Difference From	Displays values as the difference from the value of the Base item in the Base field. Our Example takes current month and subtracts the previous month and calculates the "% Change" from month to month.
Running Total in	Displays the value for successive items in the Base field as a running total. Our Example adds each successive month to get the "Running" Total or "Cumulative" Total.

Calculations Examples:

This is a picture of the data that we will use in our calculations and the calculations examples data. It is not the complete data as this cannot fit in the screenshot. Picture of the how the complete calculations and PivotTables look like are shown in the next three pages.

Refer to the M365 Excel Basics Video 8 on how to create the PivotTables and Slicer.

Refer to the M365 Excel Basics Workbook for Video 8 for the entire Data.

	A	B	C	D	E	F	G	
1	Single Column Survey Data PivotTable							
2	Goal	Calculate the Count of the Driver Response						
3		Show Values As % Column Total (% Total of the Drivers Response)						
4								
5	Survey Question:	Drivers should NOT be allowed to talk on a hand-held cell phone while driving						
6								
7		Drivers Response		Drivers Response	Count of Drivers Response	% of Total Response		
8		Strongly Agree		Somewhat Agree	112	14.93%		
9		Somewhat Agree		Somewhat Disagree	22	2.93%		
10		Somewhat Disagree		Strongly Agree	605	80.67%		
11		Strongly Agree		Strongly Disagree	11	1.47%		
12		Strongly Agree		Grand Total	750	100.00%		
13		Strongly Agree						
14		Strongly Agree						
15		Strongly Agree						
16		Strongly Agree						
17		Strongly Agree						
18		Strongly Agree						
19		Strongly Agree						
20		Strongly Agree						
21		Somewhat Disagree						
22		Somewhat Disagree						
23		Somewhat Agree						
24		Somewhat Agree						
25		Somewhat Agree						
26		Somewhat Disagree						
27		Somewhat Disagree						
28		Strongly Agree						
29		Strongly Agree						
30		Strongly Agree						
31		Strongly Agree						
32		Strongly Agree						
33		Strongly Agree						
34		Strongly Agree						
35		Strongly Agree						

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Goal: Use the Sales Data and create the PivotTables in the next 2 worksheets. Instructions are provided at the top of each of the worksheets													
2														
3	Date	Region	Product	Revenue										
4	10/30/2022	Australia	Rainbow High Dolls	161.05										
5	4/2/2022	Africa	Rainbow High Dolls	23.95										
6	3/11/2023	Africa	Rainbow High Dolls	65.85										
7	1/5/2023	Europe	Stuffed Animals/Bears	103.8										
8	7/13/2022	Africa	LOL OMG Surprise	51.98										
9	6/28/2023	Australia	Monster Trucks	1008										
10	4/10/2023	NorthAmerica	Monster Trucks	47.9										
11	5/27/2022	Australia	LOL OMG Surprise	86.85										
12	5/26/2022	Europe	Stuffed Animals/Bears	11.95										
13	7/3/2023	Europe	Hot Wheels	52										
14	11/16/2022	Europe	Hot Wheels	43.9										
15	8/11/2023	NorthAmerica	Hot Wheels	252										
16	8/27/2023	Africa	LOL Surprise	104										
17	6/15/2023	Africa	LOL Surprise	13.98										
18	9/6/2022	South America	Rainbow High Dolls	21.95										
19	7/3/2023	South America	Stuffed Animals/Bears	25.95										
20	7/4/2023	Europe	Stuffed Animals/Bears	34.6										
21	8/16/2023	Europe	Hot Wheels	6.99										
22	3/26/2022	Australia	LOL OMG Surprise	6.99										
23	5/25/2022	NorthAmerica	LOL OMG Surprise	65.85										
24	6/2/2022	Australia	Monster Trucks	13.98										
25	5/2/2023	Europe	Rainbow High Dolls	27.96										
26	8/29/2022	Africa	Rainbow High Dolls	28.95										
27	1/3/2022	Africa	LOL Surprise	71										
28	12/14/2021	NorthAmerica	LOL Surprise	23.95										
29	12/7/2022	Europe	Monster Trucks	6.99										
30	1/23/2023	Europe	LOL Surprise	13.98										
31	9/13/2022	South America	Hot Wheels	244										
32	10/3/2022	NorthAmerica	Monster Trucks	71.85										
33	12/31/2022	Europe	LOL Surprise	43.9										
34	7/4/2022	Europe	LOL OMG Surprise	6.99										
35	6/22/2022	Europe	Stuffed Animals/Bears	34.95										

	A	B	C	D	E	F	G	H	I	J
1	Goal: Use the Sales Data to complete below instructions									
2	Step 1: Group Daily Dates into Months and Years using the PivotTable automatic Grouping Feature									
3	Step 2: Add the Sum of Revenue for the Monthly Sales									
4	Step 3: Add a "Show Values As" "Difference From" calculation to the Monthly Report PivotTable (Difference From Previous)									
5	Step 4: Add a "Show Values As" "% Difference From" calculation to the Monthly Report PivotTable (% Difference From Previous)									
6	Step 3: Add a "Show Values As" "Running Total" calculation to the Monthly Report PivotTable									
7										
8	Year	Months	Sum of Rev (\$)	Diff in Rev From Previous Month (\$)	% Change From Previous Month	Running Total				
9	2021	Aug	387,283			387,283				
10		Sep	341,025	-46,258	-11.94%	728,307				
11		Oct	336,461	-4,564	-1.34%	1,064,768				
12		Nov	317,767	-18,694	-5.56%	1,382,535				
13		Dec	342,400	24,633	7.75%	1,724,936				
14	2021 Total		1,724,936							
15	2022	Jan	356,184			356,184				
16		Feb	345,663	-10,520	-2.95%	701,847				
17		Mar	351,806	6,142	1.78%	1,053,653				
18		Apr	328,990	-22,815	-6.49%	1,382,643				
19		May	345,836	16,846	5.12%	1,728,479				
20		Jun	369,497	23,661	6.84%	2,097,977				
21		Jul	358,672	-10,825	-2.93%	2,456,649				
22		Aug	367,146	8,474	2.36%	2,823,795				
23		Sep	317,575	-49,571	-13.50%	3,141,369				
24		Oct	386,459	68,884	21.69%	3,527,828				
25		Nov	353,389	-33,070	-8.56%	3,881,218				
26		Dec	335,520	-17,869	-5.06%	4,216,738				
27	2022 Total		4,216,738							
28	2023	Jan	337,091			337,091				
29		Feb	341,479	4,389	1.30%	678,570				
30		Mar	392,302	50,823	14.88%	1,070,872				
31		Apr	356,469	-35,833	-9.13%	1,427,341				
32		May	369,167	12,698	3.56%	1,796,508				
33		Jun	360,873	-8,294	-2.25%	2,157,382				
34		Jul	357,631	-3,243	-0.90%	2,515,012				
35		Aug	346,057	-11,574	-3.24%	2,861,069				

Region	Product	Sum of Rev (\$)	Average of Rev (\$)	Years	Product	Sum of Rev (\$)	Average of Rev (\$)	Number of Transaction
<p>Goal: Use the Sales Data and create the PivotTables in this worksheet</p> <p>Ex.1: Create a Regional and Product category Average Revenue Report, add Number Formatting, Show in Tabular Layout, and name the PivotTable as RegionReport. Change the style if you like</p> <p>Ex.2: Create a Product Revenue Report that shows; SUM, AVERAGE, COUNTA (for the Number of Transactions). Name the PivotTable as ProductRevenue</p> <p>Ex.3: Add Year Slicer to the Region Report</p> <p>Ex.4: Connect the Year Slicer to both the Region and Product Revenue PivotTables report</p>								
Africa	Hot Wheels	310,962	122	2021	Hot Wheels	1,456,162	119	12,213
	LOL OMG Surprise	295,556	117	2022	LOL OMG Surprise	1,465,471	119	12,265
	LOL Surprise	267,230	106	2023	LOL Surprise	1,483,836	121	12,263
	Monster Trucks	280,743	119		Monster Trucks	1,483,058	124	12,002
	Rainbow High Dolls	284,784	113		Rainbow High Dolls	1,476,232	121	12,234
	Stuffed Animals/Bear	295,741	121		Stuffed Animals/Bear	1,437,982	118	12,200
Africa Total		1,735,016	116		Grand Total	8,802,743	120	73,177
Australia	Hot Wheels	254,934	109					
	LOL OMG Surprise	270,875	109					
	LOL Surprise	295,678	121					
	Monster Trucks	315,663	133					
	Rainbow High Dolls	293,078	123					
	Stuffed Animals/Bear	298,907	118					
Australia Total		1,729,135	119					
Europe	Hot Wheels	283,710	117					
	LOL OMG Surprise	293,217	125					
	LOL Surprise	320,892	128					
	Monster Trucks	307,721	127					
	Rainbow High Dolls	317,813	129					
	Stuffed Animals/Bear	313,106	130					
Europe Total		1,836,458	126					
NorthAmerica	Hot Wheels	309,993	126					
	LOL OMG Surprise	290,113	117					
	LOL Surprise	298,874	126					
	Monster Trucks	294,597	123					
	Rainbow High Dolls	284,757	116					
	Stuffed Animals/Bear	248,960	102					
NorthAmerica Total		1,727,295	118					