

Paul Robbins training and consultancy

Spreadsheets for Accounting

Advanced Functions of Microsoft Excel

Pivot Tables – Exercise 2

You work as the Finance Manager for a local firm of jewellers.

You have been provided with the following data on items that have been sold during the last month.

Item	Amount	Salesperson
<i>Wedding Rings</i>	<i>£910</i>	<i>Dominic</i>
<i>Men's Watch</i>	<i>£3,250</i>	<i>Amjad</i>
<i>Engagement Ring</i>	<i>£4,550</i>	<i>Helena</i>
<i>Men's Watch</i>	<i>£5,000</i>	<i>Dominic</i>
<i>Ladies' Watch</i>	<i>£1,830</i>	<i>Louise</i>
<i>Engagement Ring</i>	<i>£2,900</i>	<i>Amjad</i>
<i>Men's Watch</i>	<i>£14,940</i>	<i>Helena</i>
<i>Men's Watch</i>	<i>£5,950</i>	<i>Dominic</i>
<i>Engagement Ring</i>	<i>£7,825</i>	<i>Louise</i>
<i>Wedding Rings</i>	<i>£880</i>	<i>Helena</i>
<i>Men's Watch</i>	<i>£1,120</i>	<i>Louise</i>
<i>Engagement Ring</i>	<i>£2,000</i>	<i>Dominic</i>
<i>Wedding Rings</i>	<i>£990</i>	<i>Amjad</i>
<i>Ladies Watch</i>	<i>£675</i>	<i>Helena</i>

Men's Watch	£7,950	Louise
Wedding Rings	£1,055	Dominic
Men's Watch	£6,900	Dominic
Engagement Ring	£4,410	Helena

Tasks

1. Transfer the data above to an Excel workbook and label the worksheet 'Sales During Last Month'.

2. Create a Pivot Table to show the number of sales made by item and by salesperson. Place the Pivot Table in a separate worksheet and label the worksheet 'By Salesperson Pivot Table'.

2. Create a Pivot Table to show the total sales income by item and by salesperson. Set cells to 'Currency' showing whole £s. Place the Pivot Table in a separate worksheet and label the worksheet 'By Amount Pivot Table'.