

January – Excel Unit E

1. Open January
2. Switch to the Cash Receipts tab. Create a table from the data
3. Copy the Cash Receipts sheet and paste into a new sheet. Rename the sheet “**Saturday Foods**”
4. Sort the table in 3 ways:
 - a. First level - by Day, A to Z
 - b. Add Level – by Segment, A to Z
 - c. Add Level – by Amount, Largest to Smallest

FILTERING DATA

5. Click the Segment Filter arrow
6. Filter by Food
7. Apply a 2nd filter to only show Saturday foods
8. Copy the Cash Receipts sheet and paste into a new sheet. Rename the sheet **Specialty >250**
9. Create a filter to show all Amounts that are greater than 250, and that are Specialty drinks. Sort the amount column largest to smallest

SLICERS TO FILTER DATA

10. Copy the Cash Receipts sheet and paste into a new sheet. Rename the sheet **Week 4**
11. Insert a Slicer (Design > Insert Slicer)
12. Check the Week # box > OK
13. Use the slicer to show the Week 4 data

ADD A TOTAL ROW

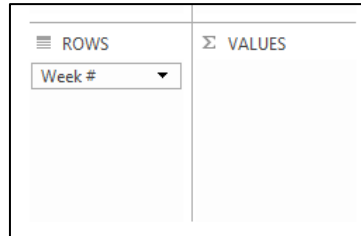
14. Copy the Cash Receipts sheet and paste into a new sheet. Rename the sheet **Totals**
15. Calculate the total for Amount (Table Tools Design > Total Row). Hit Ctrl End to jump to the bottom. It may have already totaled the amount for you; if it didn't, insert the total.
16. Use the Count function to show the total # of days

INSERTING SUBTOTALS

17. Copy the Cash Receipts sheet and paste into a new sheet. Rename the sheet **Subtotal by Week**
18. Convert the table back to text (Table Tools Design > Convert to Range)
19. Sort the data by Week, smallest to largest
20. Calculate the cash receipts subtotals by week (Data > Subtotal)
 - a. At each change in: Week
 - b. Use Function: SUM
 - c. Add subtotal to: Amount
 - d. Check boxes: Replace Current Subtotals, Summary below data
21. Copy the Cash Receipts sheet and paste into a new sheet. Rename the sheet **Subtotal by Segment**
22. Convert the table back to text (Table Tools Design > Convert to Range)
23. Sort the data by Segment, A to Z
24. Calculate the cash receipts subtotals by **Segment** (Data > Subtotal)
 - a. At each change in: Segment
 - b. Use Function: SUM
 - c. Add subtotal to: Amount
 - d. Check boxes: Replace Current Subtotals, Summary below data

PIVOT TABLES

25. Return to your Cash Receipts sheet.
26. Insert > Pivot Table. It should automatically select the whole table for you. Make sure it is set to place the pivot table on a new worksheet - Hit OK.
27. In the Pivot Table Task pane on the right, drag the Week # field from the top half down to the bottom half – drop it into the Rows box, as shown below:



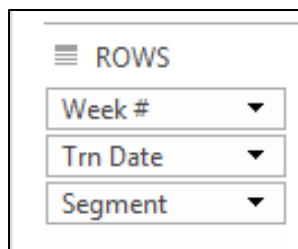
28. You should now see your 5 weeks appear in your spreadsheet. (1-5)

	A
1	
2	
3	Row Labels
4	1
5	2
6	3
7	4
8	5
9	Grand Total

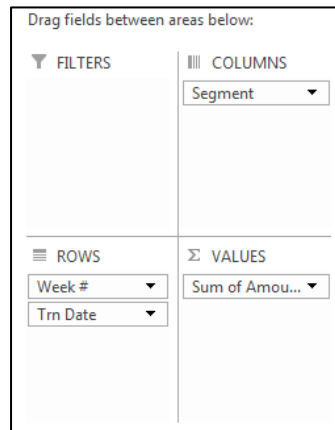
29. Check the **amount** box in the pivot table fields pane. You should see “Sum of Amount” now show up in the Values box in the bottom right. If it put it in the wrong box, drag it over to the Values box. If it shows Count instead of Sum, change the value to Sum. Click the Sum of Amount drop down arrow, go to Value Field Settings, click the Number Format button, and change to Currency. Your data should look like:

Σ VALUES	Row Labels	Sum of Amount
Sum of Amou...	1	\$1,419.59
	2	\$5,718.25
	3	\$5,308.27
	4	\$5,758.48
	5	\$5,569.35
	Grand Total	\$23,773.94

30. Next, check the Trn Date and Segment fields. It should look like this:



31. Move the **Segment** field from the Rows area to the **Columns** area; as shown below:

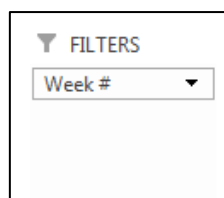


32. Rename this sheet **Pivot Table by Week**. It should look like:

	A	B	C	D	E	F
1						
2						
3	Sum of Amount	Column Labels				
4	Row Labels	Coffee	Food	Gifts	Spec Drink	Grand Total
5	1	244.52	427.58	240.76	506.73	1419.59
6	1/1/2016	152.15	221.26	57.17	380.64	811.22
7	1/2/2016	92.37	206.32	183.59	126.09	608.37
8	2	1283.91	1510.2	938.81	1985.33	5718.25
9	1/3/2016	175.62	116.43	117.67	437.5	847.22
10	1/4/2016	209.25	309.66	136.91	140.79	796.61
11	1/5/2016	221.29	252.61	147.89	262.04	883.83
12	1/6/2016	231.03	285.49	144.04	165.83	826.39
13	1/7/2016	127.68	118.69	118.75	260.13	625.25
14	1/8/2016	163.2	179.17	126.44	344.79	813.6
15	1/9/2016	155.84	248.15	147.11	374.25	925.35
16	3	1374.76	1543.97	632.89	1756.65	5308.27
17	1/10/2016	138.9	122.5	88.63	199.61	549.64
18	1/11/2016	88.55	211.26	146.01	242.62	688.44
19	1/12/2016	148	242.03	146.38	266.65	803.06
20	1/13/2016	119.92	101.81	28.6	360.5	610.83
21	1/14/2016	206.34	272.49	48.32	142.02	669.17
22	1/15/2016	106.95	267.87	32.93	230.59	638.34
23	1/16/2016	566.1	326.01	142.02	314.66	1348.79
24	4	1288.86	1516.99	719.28	2233.35	5758.48
25	1/17/2016	140.83	140.25	116.75	316.39	714.22
26	1/18/2016	180.48	117.49	121.76	330.99	750.72
27	1/19/2016	187.87	148.23	74.22	322.65	732.97
28	1/20/2016	144.97	262.27		176.78	584.02
29	1/21/2016	154.75	330.02	54.93	278.9	818.6
30	1/22/2016	171.53	180.91	169.62	353.5	875.56
31	1/23/2016	308.43	337.82	182	454.14	1282.39
32	5	1177.04	1668.53	744.74	1979.04	5569.35
33	1/24/2016	98.41	151.27	35.29	327.89	612.86
34	1/25/2016	164.73	241.35	120.3	178.86	705.24
35	1/26/2016	162.09	206.59	146.12	296.22	811.02
36	1/27/2016	165.97	217.94	108.29	168.71	660.91

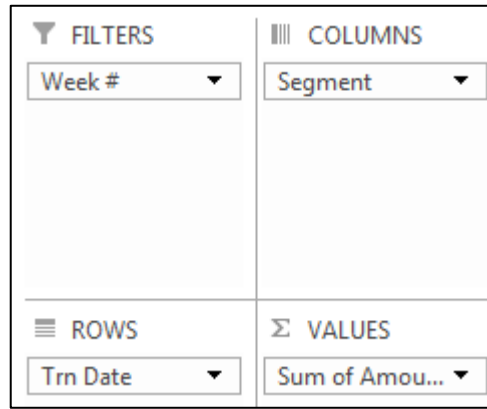
33. Copy the sheet tab to make a new sheet copy; rename the new sheet **Pivot Table Week 3**

34. Drag the **Week #** to the Filters box in bottom right.



35. Then in cell B2, choose “All” drop down list and filter it to show only **Week 3**.

36. Copy the **Pivot Table By Week** sheet tab again; rename the new sheet **Pivot Table by Day**. Make the following changes:



Week #	(All)				
Sum of Amount	Column Labels				
Row Labels	Coffee	Food	Gifts	Spec Drink	Grand Total
1/1/2016	\$152.15	\$221.26	\$57.17	\$380.64	\$811.22
1/2/2016	\$92.37	\$206.32	\$183.59	\$126.09	\$608.37
1/3/2016	\$175.62	\$116.43	\$117.67	\$437.50	\$847.22
1/4/2016	\$209.25	\$309.66	\$136.91	\$140.79	\$796.61
1/5/2016	\$221.29	\$252.61	\$147.89	\$262.04	\$883.83
1/6/2016	\$231.03	\$285.49	\$144.04	\$165.83	\$826.39
1/7/2016	\$127.68	\$118.69	\$118.75	\$260.13	\$625.25
1/8/2016	\$163.20	\$179.17	\$126.44	\$344.79	\$813.60
1/9/2016	\$155.84	\$248.15	\$147.11	\$374.25	\$925.35
1/10/2016	\$138.90	\$122.50	\$88.63	\$199.61	\$549.64
1/11/2016	\$88.55	\$211.26	\$146.01	\$242.62	\$688.44
1/12/2016	\$148.00	\$242.03	\$146.38	\$266.65	\$803.06
1/13/2016	\$119.92	\$101.81	\$28.60	\$360.50	\$610.83
1/14/2016	\$206.34	\$272.49	\$48.32	\$142.02	\$669.17
1/15/2016	\$106.95	\$267.87	\$32.93	\$230.59	\$638.34
1/16/2016	\$566.10	\$326.01	\$142.02	\$314.66	\$1,348.79
1/17/2016	\$140.83	\$140.25	\$116.75	\$316.39	\$714.22
1/18/2016	\$180.48	\$117.49	\$121.76	\$330.99	\$750.72
1/19/2016	\$187.87	\$148.23	\$74.22	\$322.65	\$732.97
1/20/2016	\$144.97	\$262.27		\$176.78	\$584.02
1/21/2016	\$154.75	\$330.02	\$54.93	\$278.90	\$818.60
1/22/2016	\$171.53	\$180.91	\$169.62	\$353.50	\$875.56
1/23/2016	\$308.43	\$337.82	\$182.00	\$454.14	\$1,282.39
1/24/2016	\$98.41	\$151.27	\$35.29	\$327.89	\$612.86
1/25/2016	\$164.73	\$241.35	\$120.30	\$178.86	\$705.24
1/26/2016	\$162.09	\$206.59	\$146.12	\$296.22	\$811.02
1/27/2016	\$165.97	\$217.94	\$108.29	\$168.71	\$660.91
1/28/2016	\$144.60	\$228.12	\$41.05	\$305.42	\$719.19
1/29/2016	\$117.89	\$275.18	\$124.40	\$276.44	\$793.91
1/30/2016	\$323.35	\$348.08	\$169.29	\$425.50	\$1,266.22
Grand Total	\$5,369.09	\$6,667.27	\$3,276.48	\$8,461.10	\$23,773.94