

# ON LINE SERVICES

*Computer Training & Support*

## **Solution Series**

### **Make Sense of Sales & Product Data w/PivotTables Using Excel**

**Overview:** Students will learn how to use PivotTables to summarize and analyze large amounts of data.

**Objectives:** Upon successful completion of this course, students will be able to:

- Create a PivotTable based on sales data and make the summary easier to read by grouping data and applying formatting.
- Use PivotTables to answer questions about sales by category and region by month and use a chart to view the summary graphically. Students will also be able to use a PivotTable to summarize the performance of sales representatives.
- Analyze the buying patterns of customers by using PivotTables and a variety of summary functions.
- Use PivotTables to summarize the results of two different kinds of business surveys

---

## **Course Outline**

### **Activity 1: Make it easy to read**

- Begin with your raw data
- Create a PivotTable
- Group some data
- Apply some formatting

### **Activity 2: See sales trends**

- What were sales by category by month?
- What were the trends?
- What products are doing well?
- How did each sales rep do?

### **Activity 3: Spot market patterns**

- What did customers buy?
- Who were our biggest customers?
- What products do best in each region?

### **Activity 4: Analyze product surveys**

- Are customers satisfied?
- What's the most important feature?

***Solution Series are run in 3 Hour Sessions and can be combined for a full day of training.***