

Excel Practice Assignment - Australian Fashion Quantitative Skills and Reasoning – M. Goodroe

Key Objectives:

- To learn how to use Excel's Powerful Pivot Table feature to organized and analyze large data sets.
- To learn how to construct charts, a Dashboard, and Sliders to present the Pivot Table's output.

The YouTube videos needed to complete the assignment are located on your class portal under the tab: *Informational Handouts and Links*. Go to *Microsoft Excel Tutorials and Tips* and watch *Introduction to Pivot Tables, Charts, and Dashboards (Parts 1, 2, 3)*. There are corresponding Excel data files that you can download to follow along with the tutorials under each video. Additionally, it might be helpful to first watch the video entitled: *Learn Pivot Tables in 6 Minutes*.

Assignment Instructions: (Note: you must use an Excel version which is on your computer, not an online version!)

1. Download the Excel file from the link entitled: *Australian Fashion Assignment Excel File* in the *Informational Handouts and Links* page on your class portal under the *Microsoft Excel Tutorials and Tips* heading.
2. Rename the downloaded Excel file: Your_Name_Practice_Australian_Fashion(date in month-day-year format), as example: *Karen_Richards_Practice_Australian_Fashion(09-25-2019)*.
3. Having watched the required videos above, create the following Pivot Tables along with their corresponding charts: Total Sales by company chain, Managers by company chain by sales highest to lowest, Sales by State ranked high to low, Buyers by company chain and ranked sales, and category by sales by company chain.
4. Rename and color each sheet tab within your Workbook.
5. Using the above videos as a guide, create a single dashboard on a new sheet and cut and paste your charts and add sliders to the dashboard, making the charts dynamic. Your dashboard should be the first sheet in your Workbook. Keep in mind that effective presentation and graphic design is important to convey your findings to a viewer. Be creative – but effective!

Grading Rubric: each bullet is worth up to 25 points for a possible of 100 points for the assignment.

- All seven sheets are displayed in your workbook with sheet tab headings named and colored.
- The dashboard sheet is first, followed by each separate pivot table sheet concluding with the Raw_Data sheet at the end.
- All instructions are followed and each requested pivot table and chart is completed with the required information.
- Effective/creative presentation design elements are present.

Note: Extra credit will be given for going beyond the requirements: such as additional pivot tables, statistical data (averages, totals, etc.), extraordinary presentation and design.

Due Date: no later than Friday, October 4th by 1:00 p.m.

Submission: email with attached Workbook with the required file name and date as outlined in instruction #2.