Subtotals

A worksheet contains columns

Name , Gender ,City , Department ,Salary

First row contains headings and row 2 to 12 contains actual data.

Write Excel commands to find subtotals of

- Salary for all cities

- Salary for all departments

- Write Excel commands to find

- Number of male & female salesman

- Number of salesman for all cities

Q1. To find subtotals of Salaries for all cities

- Select the range A1:F17

- Click at Data Tab – Sort Command

- It displays Sort dialogue box

- Select City   at Sort by

-            values at Sort on

-            A to Z at order - ok

- Click on Data Tab – Subtotal Command

- It displays Subtotal dialogue box

- Select City   at Each change in

- Select Sum   at Use Function

- Select Salary   at Add Subtotal to

- Click at Summary below the data.

Q2. To find subtotals of Salary for all departments

- Select the range A1:F17
- Click at Data Tab – Sort Command
- It displays Sort dialogue box
- Select   Dept   at Sort by
-              values at Sort on
-              A to Z   at order - ok
- Click on Data Tab – Subtotal Command
- It displays Subtotal dialogue box
- Select Dept   at Each change in
- Select Sum   at Use Function
- Select Salary   at Add Subtotal to
- Click at Summary below the data.

Q3. To find Number of male & female salesman

- Select the range A1:F17
- Click at Data Tab – Sort Command
- It displays Sort dialogue box
- Select   Gender at Sort by
-              values at Sort on
-              A to Z   at order - ok
- Click on Data Tab – Subtotal Command
- It displays Subtotal dialogue box
- Select Gender at Each change in
- Select Count   at Use Function
- Select Gender at Add Subtotal to

- Click at Summary below the data.

Q4. To find Number of salesman in each city

- Select the range A1:F17

- Click at Data Tab – Sort Command

- It displays Sort dialogue box

- Select   City   at Sort by

-               values at Sort on

-               A to Z   at order - ok

- Click on Data Tab – Subtotal Command

- It displays Subtotal dialogue box

- Select City   at Each change in

- Select Count   at Use Function

- Select Name   at Add Subtotal to

- Click at Summary below the data.

Pivot Tables

- Pivot tables are used to rearrange the data in a worksheet in a meaningful way. It uses data in a worksheet or any external database and creates a new table. It can be used to generate reports.

Creating Pivot Tables – Steps

- Click on Insert Tab

- Click on Pivot Table command- Pivot Table option

- It displays Create Pivot table dialogue box

- Select table or Range

- Here user needs to specify the data range

- Choose where the Pivot table reports to be placed

- - New worksheet

- - existing worksheet

- Here user needs to specify the location

- It displays a blank pivot table at the specified location

- Click on the field list option from Pivot Table Tools

- It displays

- Choose fields to add to reports & names of the fields below it

- Select the required fields in Row label or column label area according to desired layout of the pivot table.

- Drag the fields in $\sum$ values area whose total or count is to be obtained.

- By default contents of all numeric fields will be added and that of non-numeric fields to be counted.

QUESTIONS

A worksheet contains columns Name , Gender ,City , Department , Salary

First row contains headings and row 2 to 12 contains actual data.

Write Excel commands to prepare following tables

- showing City wise and Gender wise sum of salary

- showing City wise average salary

- Showing City wise maximum salary of male and female workers

- Showing department wise count of male and female workers

- Showing department wise minimum salary of male and female workers

Q1. table showing City wise and Gender wise sum of salary

- Click on Insert Tab - Pivot Table command- Pivot Table option

- It displays Create Pivot table dialogue box

- Select table or Range A1 : E17

- To be placed – New worksheet

- It displays the blank Pivot table at the New worksheet

- Click on the Field list

 Select City , Gender , Salary.

- Click at City , drag it to Row label area

Click at Gender, drag it to Column label area

Click at Salary, drag it to $\sum$ values area

- ok

Q2. table showing City wise average salary

- Click on Insert Tab - Pivot Table command- Pivot Table option

- It displays Create Pivot table dialogue box

- Select table or Range A1 : E17

- To be placed – New worksheet

- It displays the blank Pivot table at the New worksheet

- Click on the Field list

 Select City , Salary.

- Click at City , drag it to Row label area

Click at Salary, drag it to ∑ values area

- At ∑ values , it displays Sum of Salary

- click at its down arrow and Select Value Field Settings and the desired function say Average

- OK

Q3. table Showing city wise maximum salary of male and female workers

- Click on Insert Tab - Pivot Table command- Pivot Table option

- It displays Create Pivot table dialogue box

- Select table or Range A1 : E17

- To be placed – New worksheet

- It displays the blank Pivot table at the New worksheet

- Click on the Field list

 Select City , Gender, Salary.

- Click at city , drag it to Row label area

Click at Gender, drag it to Column label area

Click at Salary, drag it to ∑ values area

- At ∑ values , it displays Sum of Salary

- click at its down arrow and Select Value Field Settings and the desired function say Max

- OK

Q4. table Showing department wise count of male and female workers

- Click on Insert Tab - Pivot Table command- Pivot Table option

- It displays Create Pivot table dialogue box

- Select table or Range A1 : E17

- To be placed – New worksheet

- It displays the blank Pivot table at the New worksheet

- Click on the Field list

 Select Dept , Gender .

- Click at Dept, drag it to Row label area

Click at Gender, drag it to Column label area

Click at Gender, drag it to ∑ values area

- At ∑ values , it displays Count of Gender

- OK

Q5. table Showing department wise minimum salary of male and female workers

- Click on Insert Tab - Pivot Table command- Pivot Table option

- It displays Create Pivot table dialogue box

- Select table or Range A1 : E17

- To be placed – New worksheet

- It displays the blank Pivot table at the New worksheet

- Click on the Field list

 Select Dept , Gender, Salary .

- Click at Dept, drag it to Row label area

Click at Gender, drag it to Column label area

Click at Salary , drag it to ∑ values area

- At ∑ values , it displays Sum of Salary

- click at its down arrow and Select Value Field Settings and the desired function say Min

- OK