EXCEL PRACTICAL – I

Q.1 For the following worksheet

a) **Obtain Total & Average marks for each student**
b) **Obtain Highest marks in all the subjects in B7 :D7**

	A	B	C	D	E	F
1	NAME	FAA I	FAA II	FAAA III	TOTAL	AVERAGE
2	AMIT					
3	BHUSHAN					
4	RAJI					
5	PRAVIN					
6	DEEP					
7	Highest					

Answer:

Enter headings and data as shown above

To calculate Total

In cell E2 enter the formula = Sum(B2:D2)

It shows Total marks for the first student . Drag the formula up to E6

To calculate Average

In cell F2 enter the formula = E2/3

It shows Average marks for the first student . Drag the formula up to F6

To calculate Highest

In cell B7 enter the formula = MAX(B2:B6)

It shows Highest marks for the first subject . Drag the formula up to D7

Q.2 For the following worksheet marks out of 60 are given

a) **Obtain Percentage marks for each student**
b) **Obtain Highest Percentage marks and store in D7**

	A	B	C	D	E
1	NAME	FAA I	FAA II	FAAA III	PERCENT
2	AMIT				
3	BHUSHAN				
4	RAJI				
5	PRAVIN				
6	DEEP				
7	Highest				

Answer:

Enter headings and data as shown above

To calculate Percentage

In cell E2 enter the formula = Sum(B2:D2) /180 *100

It shows Percentage marks for the first student . Drag the formula up to E6

To calculate Highest

In cell E7 enter the formula = MAX(E2:E6)

It shows Highest percentage marks.

Q.3 For the following worksheet

Obtain Total marks & Result for each student

A student is declared as PASS if scores at least 120 Total marks.

	A	B	C	D	E	F
1	NAME	FAA I	FAA II	FAAA III	TOTAL	RESULT
2	AMIT					
3	BHUSHAN					
4	RAJI					
5	PRAVIN					
6	DEEP					

Answer:

Enter headings and data as shown above

To calculate Total

In cell E2 enter the formula = Sum(B2:D2)

It shows Total marks for the first student . Drag the formula up to E6

To calculate Result

In cell F2 enter the formula = IF (E2 >= 120 , “PASS” , “ FAIL”)

It shows Result for the first student . Drag the formula up to F6

Q.4 For the following worksheet

Obtain Average marks & Result for each student

A student is declared as PASS if scores at least 40 marks in each subject .

	A	B	C	D	E	F
1	**NAME**	**FAA I**	**FAA II**	**FAAA III**	**AVERAGE**	**RESULT**
2	**AMIT**					
3	**BHUSHAN**					
4	**RAJI**					
5	**PRAVIN**					
6	**DEEP**					

Answer:

Enter headings and data as shown above

To calculate Average

In cell E2 enter the formula = Sum(B2:D2) /3

It shows Total marks for the first student . Drag the formula up to E6

To calculate Result

In cell F2 enter the formula = IF (AND(B2 >= 40,C2>=40,D2>=40) , “PASS” , “ FAIL”)

It shows Result for the first student . Drag the formula up to F6

Q.5 The following worksheet gives Sales in thousands Obtain commission for each salesman as follows :

Commission is 5% of Sale for sale upto Rs. 1,00,000 & 8% of Sale for Sale more than 1,00,000

	A	B	C
1	**NAME**	**SALE**	**COMMISSION**
2	**AMIT**		
3	**BHUSHAN**		
4	**RAJI**		
5	**PRAVIN**		
6	**DEEP**		

Answer:

Enter headings and data as shown above

To calculate Commission

In cell C2 enter the formula = IF(B2<= 100000, B2 * 5% , B2 * 8%)

It shows commission for the first Salesman . Drag the formula up to C6

Q.6 The following worksheet gives no of phone calls for 5 customers

Calculate The bill amount using the following criteria

NO. OF CALLS	**CHARGES**
0-200	**NIL**
200 & ABOVE	**Rs. 1 per call**

Bill amount = Rs. 350. + Call Charges

	A	**B**	**C**	**D**
1	**NAME**	**NO. OF CALLS**	**CHARGES**	**BILL AMT**
2	**AJAY**	**198**		
3	**BINA**	**314**		
4	**RAJ**	**256**		
5	**PRIYA**	**300**		
6	**DEEPA**	**279**		

Answer:

Enter headings and data as shown above

To calculate Charges

In cell C2 enter the formula = IF(B2<= 200, 0, B2 * 1)

It shows charges for the first customer . Drag the formula up to C6

To calculate Bill Amount

In cell D2 enter the formula = 350 + C2

It shows Bill Amount for the first customer . Drag the formula up to D6

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EXCEL PRACTICAL – 2

Q1. For the following worksheet calculate simple interest and Compound interest for 5 years.

	A	B	C	D	E
1	Name	Amount deposited	Rate	Simple Interest	Compound Interest
2	Amita	25000	7.5%		
3	Jayant	30000	7.5%		
4	Mahesh	50000	8.0%		
5	Chitra	45000	7.5%		
6	Avinash	20000	7.0%		
7	Shashi	60000	8.0%		
8	Jitu	41000	7.5%		
9	Vaibhav	37000	7.5%		

Answer:

Enter headings and data as shown above

To calculate Simple Interest

In cell D2 enter the formula = B2*C2*5

It shows Simple Interest for the first customer . Drag the formula up to D9

To calculate Compound Interest

In cell E2 enter the formula = B2*(1+C2)^5 - B2

It shows Compound Interest for the first customer . Drag the formula up to D9

Q2. For the following worksheet Calculate the amount after 3 years if it compounded at every 6 months at a rate 6% per period

	A	B	C
1	Name	Amount deposited	Amount at the end of 3 years
2	Amita	25000	
3	Jayant	30000	
4	Mahesh	50000	
5	Chitra	45000	
6	Avinash	20000	
7	Shashi	60000	
8	Jitu	41000	
9	Vaibhav	37000	

To calculate Compound Interest

In cell C2 enter the formula = B2*(1+6/100)^(2*3)

It shows Compound Interest for the first customer . Drag the formula up to D9

Q3. A computer is purchased for Rs. 1,00,000. Its economic life is expected to be 5 years and the scrap value as Rs. 10000. Prepare a table for annual depreciation under straight line method.

Depreciation by SLM= (Val- Scrap val) / No. of years

	A	B	C	D	E
1	Value	100000	Years	Depreciation SLM	Reduced Values
2	Scrap Value	10000	0		
3	Years	5	1		
4			2		
5			3		
6			4		
7			5		
8					
9					

To calculate Depreciation by SLM

In cell D2 enter 0 and in D3 enter the formula = ($B$1- $B$2)/$B$3

It shows depreciation for first year . Drag the formula up to D7

To calculate Reduced value

In cell E2 enter $B$1 and in E3 enter the formula = E2-D3

It shows reduced value for first year . Drag the formula up to D7

Q3. For the following worksheet Calculate the depreciation by SLM for each year

	A	B	C	D	E
1	Cost	25000		Years	Dep SLM
2	Rate (%)	8		1	
3	Years	10		2	
4				3	
5				4	
6				5	
7				6	
8				7	
9				8	
				9	
				10	

To calculate Depreciation by SLM

In cell D2 enter 1 and in D3 enter 2 &drag it to D11 to get years

In E2 enter the formula = $B$1* $B$2/100

It shows depreciation for first year . Drag the formula up to E11

Q4. For the above worksheet Calculate the depreciation by SLM & WDV method for each year

	A	B	C	D	E	F	G	H
1	Cost	25000		Years	Dep SLM		Dep WDV	WDV Value
2	Rate (%)	8		1				
3	Years	10		2				
4				3				
5				4				
6				5				
7				6				
8				7				
9				8				
				9				
				10				

To calculate Depreciation by WDV

In G2 enter the formula = ($B$1-SUM($G$1:G1))* $B$2/100

It shows WDV depreciation for first year . Drag the formula up to G11

To calculate value after Depreciation by WDV

In H2 enter the formula = $B$1-SUM($G$2:G2)

It shows value after depreciation for first year . Drag the formula up to H11

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EXCEL PRACTICAL – 3

Q.1 A worksheet contains following data :

	A	B	C	D	E
1	**NAME**	**GENDER**	**CLASS**	**CATEGORY**	**FEES**
2	Deep	M	FY	Open	**3000**
3	Jayesh	M	SY	Reserved	**1000**
4	Yash	M	TY	Reserved	**1000**
5	Sara	F	FY	Reserved	**500**
6	Gita	F	FY	Open	**3000**
7	Jinal	F	TY	Open	**5000**
8	Kavita	F	SY	Open	**4000**
9	Minal	F	SY	Reserved	**1000**
10	Karan	M	TY	Reserved	**1000**
11	Abhay	M	TY	Open	**5000**
12	Bina	F	FY	Open	**3000**
13	Seema	F	FY	Reserved	**500**
14	Naresh	M	FY	Reserved	**500**
15	Rima	F	TY	Open	**5000**
16	Gajendra	M	SY	Open	**4000**

a) **Sort the data in the ascending order of class**
b) **Sort the data in the ascending order of gender**
c) **Sort the data in the alphabetical order of names**
d) **Sort the data in the ascending order of class & within the class , in alphabetical order of names**
e) **Sort the data in the ascending order of class & within the class , in alphabetical order of category**
f) **Sort the data in the ascending order of class & within the class , in ascending order of gender & then in descending order of fees**
g) **Find category wise subtotal of fees**
h) **Find class wise subtotal of fees**
i) **Find gender wise subtotal of fees**
j) **Find class wise number of students**
k) **Find gender wise number of students**

Answer:

a) Sorting the data in the ascending order of class

1. Select the entire data A1: E16
2. Click on Data Tab – Sort command
3. Sort dialogue box is displayed

   In Sort by … select Class

   Sort on… select Values

   Order … select A to Z (ie ascending)

4. Click on ok

b) Sorting the data in the ascending order of gender

1. Select the entire data A1: E16
2. Click on Data Tab – Sort command
3. Sort dialogue box is displayed

In Sort by … select gender

Sort on… select Values

Order … select A to Z (ie ascending)

4. Click on ok

c) Sorting the data in the alphabetical order of names

1. Select the entire data A1: E16
2. Click on Data Tab – Sort command
3. Sort dialogue box is displayed

In Sort by … select name

Sort on… select Values

Order … select A to Z (ie ascending)

4. Click on ok

d) Sorting the data in the ascending order of class & within the class , in alphabetical order of names

1. Select the entire data A1: E16

2. Click on Data Tab – Sort command

3. Sort dialogue box is displayed

In Sort by … select Class

Sort on… select Values

Order … select A to Z (ie ascending)

4. Click at add level

5. It displays Then by

In Sort by … select name

Sort on… select Values

Order … select A to Z (ie ascending)

6. Click on ok

e) Sorting the data in the ascending order of class & within the class , in alphabetical order of category

1. Select the entire data A1: E16

2. Click on Data Tab – Sort command

3. Sort dialogue box is displayed

In Sort by … select Class

Sort on… select Values

Order … select A to Z (ie ascending)

4. Click at add level

5. It displays Then by

In Sort by … select category

Sort on… select Values

Order … select A to Z (ie ascending)

6. Click on ok

f) Sort the data in the ascending order of class & within the class , in ascending order of gender & then in descending order of fees

1. Select the entire data A1: E16

2. Click on Data Tab – Sort command

3. Sort dialogue box is displayed

In Sort by … select Class

Sort on… select Values

Order … select A to Z (ie ascending)

4. Click at add level

5. It displays Then by

In Sort by … select gender

Sort on… select Values

Order … select A to Z (ie ascending)

6.Click at add level

7. It displays Then by

In Sort by … select fees

Sort on… select Values

Order … select Largest to Smallest (ie descending)

8. Click on ok

g) Find category wise subtotal of fees

1. Select the entire data A1: E16
2. Click on Data Tab – Sort command
3. Sort dialogue box is displayed

In Sort by … select category

Sort on… select Values

Order … select A to Z (ie ascending)

4. From Data Tab Select Subtotal command

5. Subtotal dialogue box is displayed

At each change in …. Select category

At Use function ….. Select Sum

At Add Subtotal to …. Select fee

6. Click on ok

h) Find class wise subtotal of fees

1. Select the entire data A1: E16
2. Click on Data Tab – Sort command
3. Sort dialogue box is displayed

In Sort by … select class

Sort on… select Values

Order … select A to Z (ie ascending)

4. From Data Tab Select Subtotal command

5. Subtotal dialogue box is displayed

At each change in …. Select class

At Use function ….. Select Sum

At Add Subtotal to …. Select fee

6. Click on ok

i) Find gender wise subtotal of fees

1. Select the entire data A1: E16
2. Click on Data Tab – Sort command
3. Sort dialogue box is displayed

In Sort by … select gender

Sort on… select Values

Order … select A to Z (ie ascending)

4. From Data Tab Select Subtotal command

5. Subtotal dialogue box is displayed

At each change in …. Select gender

At Use function ….. Select Sum

At Add Subtotal to …. Select fee

6. Click on ok

j) Find class wise number of students

1. Select the entire data A1: E16
2. Click on Data Tab – Sort command
3. Sort dialogue box is displayed

   In Sort by … select class

   Sort on… select Values

   Order … select A to Z (ie ascending)

4. From Data Tab Select Subtotal command

5. Subtotal dialogue box is displayed

   At each change in …. Select class

   At Use function ….. Select count

   At Add Subtotal to …. Select class

6. Click on ok

k) Find gender wise number of students

1. Select the entire data A1: E16
2. Click on Data Tab – Sort command
3. Sort dialogue box is displayed

   In Sort by … select gender

   Sort on… select Values

   Order … select A to Z (ie ascending)

4. From Data Tab Select Subtotal command

5. Subtotal dialogue box is displayed

   At each change in …. Select gender

   At Use function ….. Select count

   At Add Subtotal to …. Select gender

6. Click on ok

Q.2 A worksheet contains following data :

	B	C	D	B	E
1	NAME	GENDER	CITY	DEPT	SALE
2	Deep	M	MUMBAI	ADMIN	**30000**
3	Jayesh	M	NASIK	SALES	**100000**
4	Yash	M	PUNE	PRODUCTION	**10000**
5	Sara	F	NASIK	PRODUCTION	**50000**
6	Gita	F	NASIK	ADMIN	**30000**
7	Jinal	F	MUMBAI	ADMIN	**50000**
8	Kavita	F	MUMBAI	SALES	**40000**
9	Minal	F	NASIK	PRODUCTION	**10000**
10	Karan	M	PUNE	PRODUCTION	**100000**
11	Abhay	M	MUMBAI	SALES	**50000**
12	Bina	F	PUNE	SALES	**30000**
13	Seema	F	NASIK	PRODUCTION	**500000**
14	Naresh	M	MUMBAI	ADMIN	**50000**
15	Rima	F	PUNE	PRODUCTION	**50000**
16	Gajendra	M	NASIK	ADMIN	**400000**

a) **Sort the data in the ascending order of city & within the city , in alphabetical order of names**
b) **Sort the data in the ascending order of departments & within the department , in alphabetical order of gender**
c) **Sort the data in the ascending order of city & within the city , in ascending order of gender & then in descending order of sale**
d) **Find city wise subtotal of sale**
e) **Find gender wise subtotal of sale**
f) **Find department wise number of employees**
g) **Find gender wise number of employees**

Answer:

a) Sorting the data in the ascending order of city & within the city , in alphabetical order of names

1. Select the entire data A1: E16

2. Click on Data Tab – Sort command

3. Sort dialogue box is displayed

In Sort by … select City

Sort on… select Values

Order … select A to Z (ie ascending)

4. Click at add level

5. It displays Then by

In Sort by … select name

Sort on… select Values

Order … select A to Z (ie ascending)

6. Click on ok

b) Sorting the data in the ascending order of department & within the department , in alphabetical order of gender

1. Select the entire data A1: E16
2. Click on Data Tab – Sort command
3. Sort dialogue box is displayed

   In Sort by … select department

   Sort on… select Values

   Order … select A to Z (ie ascending)

4. Click at add level
5. It displays Then by

   In Sort by … select gender

   Sort on… select Values

   Order … select A to Z (ie ascending)

6. Click on ok

c) Sort the data in the ascending order of city & within the city, in ascending order of gender & then in descending order of sale

1. Select the entire data A1: E16
2. Click on Data Tab – Sort command
3. Sort dialogue box is displayed

   In Sort by … select City

   Sort on… select Values

   Order … select A to Z (ie ascending)

4. Click at add level
5. It displays Then by

   In Sort by … select gender

   Sort on… select Values

   Order … select A to Z (ie ascending)

6. Click at add level
7. It displays Then by

   In Sort by … select sale

   Sort on… select Values

   Order … select Largest to Smallest (ie descending)

8. Click on ok

d) Find city wise subtotal of sale

1. Select the entire data A1: E16
2. Click on Data Tab – Sort command
3. Sort dialogue box is displayed

   In Sort by … select city

   Sort on… select Values

   Order … select A to Z (ie ascending)

4. From Data Tab Select Subtotal command
5. Subtotal dialogue box is displayed

   At each change in …. Select city

   At Use function ….. Select Sum

   At Add Subtotal to …. Select sale

6. Click on ok

e) Find gender wise subtotal of sale

1. Select the entire data A1: E16
2. Click on Data Tab – Sort command
3. Sort dialogue box is displayed

   In Sort by … select gender

   Sort on… select Values

   Order … select A to Z (ie ascending)

4. From Data Tab Select Subtotal command
5. Subtotal dialogue box is displayed

   At each change in …. Select gender

   At Use function ….. Select Sum

   At Add Subtotal to …. Select sale

6. Click on ok

f) Find department wise number of employees

1. Select the entire data A1: E16
2. Click on Data Tab – Sort command

3. Sort dialogue box is displayed

   In Sort by … select department

   Sort on… select Values

   Order … select A to Z (ie ascending)

4. From Data Tab Select Subtotal command

5. Subtotal dialogue box is displayed

   At each change in …. Select department

   At Use function ….. Select count

   At Add Subtotal to …. Select department

6. Click on ok

g) Find gender wise number of employees

1. Select the entire data A1: E16

2. Click on Data Tab – Sort command

3. Sort dialogue box is displayed

   In Sort by … select gender

   Sort on… select Values

   Order … select A to Z (ie ascending)

4. From Data Tab Select Subtotal command

5. Subtotal dialogue box is displayed

   At each change in …. Select gender

   At Use function ….. Select count

   At Add Subtotal to …. Select gender

6. Click on ok

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EXCEL PRACTICAL – 4

Q.1 A worksheet contains following data :

	B	C	D	B	E
1	NAME	GENDER	DOJ	DEPT	SALARY
2	Deep	M	05/11/2009	ADMIN	**300000**
3	Jayesh	M	02/23/2012	SALES	**80000**
4	Yash	M	10/15/2005	PRODUCTION	**120000**
5	Sara	F	01/05/2011	PRODUCTION	**50000**
6	Gita	F	04/10/2009	ADMIN	**37000**
7	Jinal	F	01/23/2012	ADMIN	**50000**
8	Kavita	F	10/15/2015	SALES	**40000**
9	Minal	F	01/24/2014	PRODUCTION	**40000**
10	Karan	M	10/15/2008	PRODUCTION	**100000**
11	Abhay	M	03/11/2009	SALES	**50000**
12	Bina	F	05/12/2009	SALES	**30000**
13	Seema	F	08/09/2000	PRODUCTION	**500000**
14	Naresh	M	10/17/2002	ADMIN	**450000**
15	Rima	F	02/20/2012	PRODUCTION	**50000**
16	Gajendra	M	10/15/2005	ADMIN	**400000**

a) **Prepare a pivot table report containing department wise Sum of Salary & Maximum salary**
b) **Prepare a pivot table report containing Average Salary & Minimum salary as per the date of joining (DOJ)**
c) **Prepare a pivot table report containing department wise number of male & female employees**

Answer:

a) Prepare a pivot table report containing department wise Sum of Salary & Maximum salary

1. Select the entire data A1:E16

2. Click at the Insert menu , Pivot Table command & Pivot table option therein.

3. Accept the selection range as A1:E16

& at Choose where Pivot Table reports to be placed - Select new worksheet

4. Click at the field list option from Pivot Tables Tools

5.It displays

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

- Click at DEPT & drag it to Row Label area

- Click at SALARY & drag it to ∑values area

It changes to Sum of Salary

6. Again Click at SALARY & drag it to ∑values area

It changes to Sum of Salary

Click at its down arrow

It displays the pop up menu

Select Value field settings & Max function therein

7. OK

b) Prepare a pivot table report containing Average Salary & Minimum salary as per the date of joining (DOJ)

1. Select the entire data A1:E16

2. Click at the Insert menu , Pivot Table command & Pivot table option therein.

3. Accept the selection range as A1:E16

& at Choose where Pivot Table reports to be placed - Select new worksheet

4. Click at the field list option from Pivot Tables Tools

5.It displays

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

- Click at DOJ & drag it to Row Label area

- Click at SALARY & drag it to ∑values area

It changes to Sum of Salary

Click at its down arrow

It displays the pop up menu

Select Value field settings & Average function therein

6. Again Click at SALARY & drag it to ∑values area

It changes to Sum of Salary

Click at its down arrow

It displays the pop up menu

Select Value field settings & Min function therein

7. OK

c) Prepare a pivot table report containing department wise number of male & female employees

1. Select the entire data A1:E16

2. Click at the Insert menu , Pivot Table command & Pivot table option therein.

3. Accept the selection range as A1:E16

& at Choose where Pivot Table reports to be placed - Select new worksheet

4. Click at the field list option from Pivot Tables Tools

5.It displays

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

- 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

  It changes to count of gender

6. OK

Q.2 A worksheet contains following data :

	B	C	D	B	E
1	NAME	GENDER	CLASS	PER. MARKS	CATEGORY
2	Deep	M	FYBOM	75.00	OPEN
3	Jayesh	M	SYBOM	68.25	RES
4	Yash	M	FYBOM	59.45	OPEN
5	Sara	F	TYBOM	76.35	RES
6	Gita	F	SYBOM	68.00	OPEN
7	Jinal	F	TYBOM	78.00	OPEN
8	Kavita	F	TYBOM	63.00	OPEN
9	Minal	F	FYBOM	84.45	RES
10	Karan	M	FYBOM	76.45	OPEN
11	Abhay	M	TYBOM	78.00	OPEN
12	Bina	F	SYBOM	46.80	RES
13	Seema	F	TYBOM	58.00	OPEN
14	Naresh	M	FYBOM	70.00	OPEN
15	Rima	F	TYBOM	62.60	RES
16	Gajendra	M	SYBOM	72.00	OPEN

a) **Prepare a pivot table report containing class wise Maximum percentage marks**
b) **Prepare a pivot table report containing gender wise Average marks & Minimum marks**
c) **Prepare a pivot table report containing category wise number of male & female students**

Answer:

1. Select the entire data A1:E16

2. Click at the Insert menu , Pivot Table command & Pivot table option therein.

3. Accept the selection range as A1:E16

   & at Choose where Pivot Table reports to be placed - Select existing worksheet & any location say G1

4. Click at the field list option from Pivot Tables Tools

5.It displays

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

- Click at CLASS & drag it to Row Label area

- Click at PER. MARKS & drag it to ∑values area

  It changes to sum of per. marks

-Click at its down arrow

  It displays the pop up menu

  Select Value field settings & Maximum function therein

6. OK

b) Prepare a pivot table report containing gender wise Average marks & Minimum marks

1.Select the entire data A1:E16

2. Click at the Insert menu , Pivot Table command & Pivot table option therein.

3. Accept the selection range as A1:E16

& at Choose where Pivot Table reports to be placed - Select existing worksheet & any location say A21

4. Click at the field list option from Pivot Tables Tools

5.It displays

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

- Click at GENDER & drag it to Row Label area

- Click at PER. MARKS & drag it to ∑values area

It changes to sum of per. marks

-Click at its down arrow

It displays the pop up menu

Select Value field settings & Average function therein

-Again click at PER. MARKS & drag it to ∑values area

It changes to sum of per. marks

-Click at its down arrow

It displays the pop up menu

Select Value field settings & Min function therein

6. OK

c) Prepare a pivot table report containing category wise number of male & female students

1. Select the entire data A1:E16

2. Click at the Insert menu , Pivot Table command & Pivot table option therein.

3. Accept the selection range as A1:E16

& at Choose where Pivot Table reports to be placed - Select new worksheet

4. Click at the field list option from Pivot Tables Tools

5.It displays

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

- Click at CATEGORY & drag it to Row Label area

- Click at GENDER & drag it to Column Label area

- Click at GENDER & drag it to ∑values area

It changes to count of gender

6. OK

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