

Task no 1: Convert the dataset into a table Format and name it data.

ID	Full Name	Hire Date	Hire Month	City	Province	Termination Date	Employment Type	Years	Base Salary	Bonus	Overtime	Commission	Total Compensation
P-1001	Maqsood	4-Apr-15	April	Karachi Pakistan	Sindh		Full-Time	2005	89000	6230	0		
P-1002	Afsheen	7-Aug-05	August	Karachi Pakistan	Sindh		Full-Time	2005	72000	7920	2880		
P-1003	Sohail	24-Aug-05	August	Karachi Pakistan	Sindh		Full-Time	2005	45000	3100	0		14000
P-1004	Afsheen	8-Sep-05	September	Karachi Pakistan	Sindh		Full-Time	2005	58000	4600	1700		
P-1005	Tufail	18-Oct-05	October	Karachi Pakistan	Sindh		Full-Time	2005	34000	2300	0		
P-1006	Ismail	7-Dec-05	December	Karachi Pakistan	Sindh		Full-Time	2005	54000	6480	2160		
P-1007	Batool	13-May-05	May	Karachi Pakistan	Sindh		Full-Time	2006	92000	7360	0		
P-1008	Benazir	7-Aug-05	August	Karachi Pakistan	Sindh		Full-Time	2006	75000	5250	3750		
P-1009	Rameez	24-Aug-05	August	Karachi Pakistan	Sindh		Full-Time	2006	48000	2880	0	44000	
P-1010	Safdar	8-Sep-05	September	Karachi Pakistan	Sindh		Full-Time	2006	62000	3100	3100		
P-1011	Taufeeq/Tauvic	18-Oct-05	October	Karachi Pakistan	Sindh		Full-Time	2006	36000	2520	1080		
P-1012	Aleem	7-Dec-05	December	Karachi Pakistan	Sindh		Full-Time	2006	60000	4200	2400		
P-1013	Mohammed	13-Jan-06	January	Peshawar Pakistan	Khyber-Pakhtunkhwa		Full-Time	2006	43000	5160	0	42000	
P-1014	Irfan	2-Apr-06	April	Peshawar Pakistan	Khyber-Pakhtunkhwa		Full-Time	2006	54000	4320	0		
P-1015	Shoab	4-May-06	May	Peshawar Pakistan	Khyber-Pakhtunkhwa		Full-Time	2006	32000	2560	0		
P-1016	Rahim	10-May-06	May	Quetta Pakistan	Balochistan		Full-Time	2006	43000	3440	0	22000	
P-1017	Benazir	23-Jun-06	June	Quetta Pakistan	Balochistan		Full-Time	2006	63000	3780	0		
P-1018	Amin	18-Sep-06	September	Quetta Pakistan	Balochistan		Full-Time	2006	105000	9450	3150		
P-1019	Amin	6-Oct-06	October	Quetta Pakistan	Balochistan		Full-Time	2006	66000	3960	3300		
P-1020	Amin	6-Oct-06	October	Quetta Pakistan	Balochistan		Full-Time	2006	66000	3960	3300		
P-1021	Amin	6-Oct-06	October	Quetta Pakistan	Balochistan		Full-Time	2006	66000	3960	3300		

Task no 2: Create a Pivot Table in a new sheet and change the sheet name to Report

PivotTable Fields

Choose fields to add to report:

- ID
- Full Name
- Hire Date
- Hire Month
- City

Drag fields between areas below:

Filters	Columns
Rows	Σ Values

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Task no 3: Create the 03 different scenarios of Pivot Table in the Excel Data file.

The screenshot shows an Excel PivotTable with the following data:

Row Labels	Sum of Base Salary
P-1001	89000
Maqsood	89000
Full-Time	89000
P-1002	72000
Afsheen	72000
Full-Time	72000
P-1003	45000
Sohail	45000
Full-Time	45000
P-1004	58000
Afsheen	58000
Full-Time	58000
P-1005	34000
Tufail	34000
Full-Time	34000
P-1006	54000
Ismail	54000
Full-Time	54000
P-1007	92000

The PivotTable Fields task pane on the right shows the following configuration:

- Choose fields to add to report: Employment Type, Base Salary
- Drag fields between areas below:
 - Filters: (Empty)
 - Columns: (Empty)
 - Rows: ID, Full Name
 - Values: Sum of Base Salary

The screenshot shows an Excel PivotTable with the following data:

Row Labels	Average of Base Salary
P-1001	89000
Maqsood	89000
Full-Time	89000
P-1002	72000
Afsheen	72000
Full-Time	72000
P-1003	45000
Sohail	45000
Full-Time	45000
P-1004	58000
Afsheen	58000
Full-Time	58000
P-1005	34000
Tufail	34000
Full-Time	34000
P-1006	54000
Ismail	54000
Full-Time	54000
P-1007	92000

The PivotTable Fields task pane on the right shows the following configuration:

- Choose fields to add to report: Employment Type, Base Salary
- Drag fields between areas below:
 - Filters: (Empty)
 - Columns: (Empty)
 - Rows: ID, Full Name
 - Values: Average of Base Salary

The screenshot shows an Excel PivotTable with the following data:

Scenario	Employee Name	Employment Type	Base Salary
P-1001	Maqsood	Full-Time	89000
P-1002	Afshen	Full-Time	72000
P-1003	Sohail	Full-Time	45000
P-1004	Afshen	Full-Time	58000
P-1005	Tufail	Full-Time	34000
P-1006	Ismail	Full-Time	54000
P-1007			92000

Task no 4 : Sort all scenario numbers from Largest to Smallest

The screenshot shows the same Excel PivotTable, but now sorted by 'Max of Base Salary' in descending order. The data is as follows:

Scenario	Employee Name	Employment Type	Base Salary
P-1007			92000
P-1001	Maqsood	Full-Time	89000
P-1002	Afshen	Full-Time	72000
P-1004	Afshen	Full-Time	58000
P-1006	Ismail	Full-Time	54000
P-1003	Sohail	Full-Time	45000
P-1005	Tufail	Full-Time	34000

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Row Labels	Average of Base Salary
P-1480	166800
Ahsan	166800
Full-Time	166800
P-1383	153036
Qaiser	153036
Full-Time	153036
P-1562	145000
Ilyas	145000
Full-Time	145000
P-1556	145000
Ilyas	145000
Full-Time	145000
P-1301	141700
Maleeha	141700
Full-Time	141700
P-1524	141400
Ahsan	141400
Full-Time	141400
P-1165	130000

PivotTable Fields

Choose fields to add to report:

Search

Termination Date
 Employment Type
 Years
 Base Salary
 Bonus
 Overtime

Drag fields between areas below:

Filters

Columns

Rows

Values

ID

Full Name

Average of Base Salary

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Row Labels	Sum of Base Salary
P-1433	16000
Mustansar	16000
Full-Time	16000
P-1530	17600
Sher	17600
Full-Time	17600
P-1101	25000
Sohail	25000
Full-Time	25000
P-1547	25000
Zaighum	25000
Full-Time	25000
P-1436	26000
Amin	26000
Full-Time	26000
P-1240	27000
Ahmed	27000
Full-Time	27000
P-1180	27000

PivotTable Fields

Choose fields to add to report:

Search

Termination Date
 Employment Type
 Years
 Base Salary
 Bonus
 Overtime

Drag fields between areas below:

Filters

Columns

Rows

Values

ID

Full Name

Sum of Base Salary

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