EXERCISE

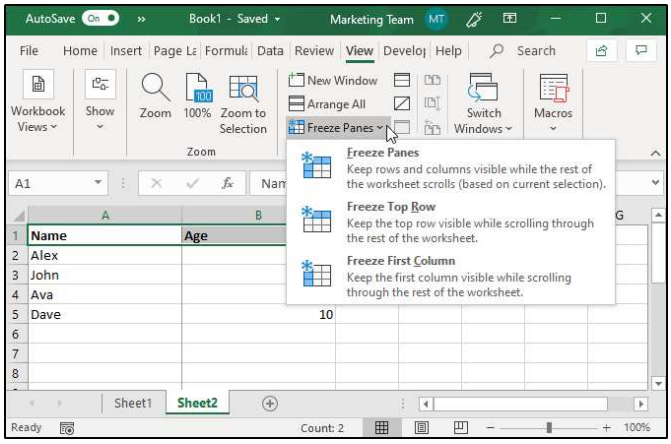
1. How do you freeze panes in Excel?
2. Explain Pivot tables along with their features?
3. How do you create Pivot Tables?
4. How are PivotTables used to filter data?
5. How do you change the value field to show some other result other than the Sum?
6. How to stop automatic sorting in PivotTables?
7. What is VLOOKUP in Excel?
8. How does the VLOOKUP function work?

SOLUTIONS

ANSWER-1

MS Excel allows you to freeze panes that will help you see the headings of the rows and the columns even if scroll down a long way on the sheet. To Freeze Panes in Excel, follow the given steps:

1. First, select the Rows and Columns you wish to freeze
2. Then, select Freeze Pane present in the View tab
3. Here, you will see the following three options to selectively freeze the rows and columns as shown in the image below:



ANSWER-2

Pivot Tables are statistical tables that condense data of those tables that have extensive information. The summary can be based on any field such as sales, averages, sums, etc that the pivot table represents in a simple and intelligent manner.

Features:

Some of the features of Excel Pivot Tables are as follows:

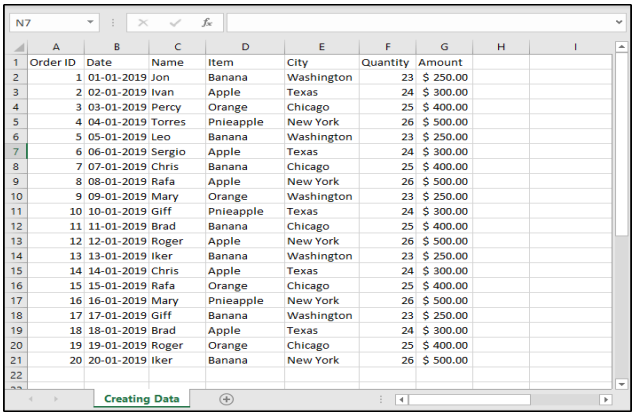
- Allow the display of exact data you have to analyze
- Provide various angles to view the data
- Allow you to focus on important details
- Comparison of data is very handy
- Pivot tables can detect different patterns, relationships, data trends, etc
- They can create instant data
- Accurate reports
- Serve the base for Pivot charts

ANSWER-3

In order to create a Pivot table, you will first need to prepare the data in a tabular format. Keep the following points in mind while preparing the data:

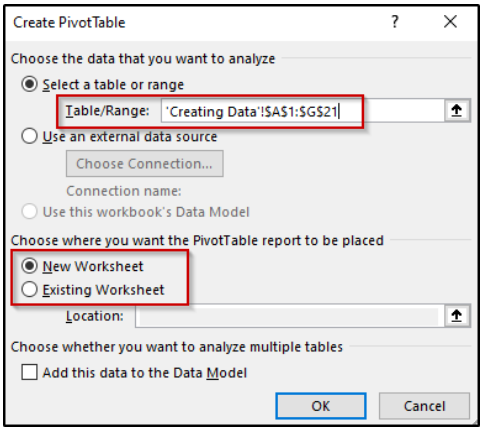
- Arrange the data into **rows and columns**
- The **first row** should contain **unique heading** for each of the columns
- The c**olumns** should have **only one type of data**
- **Rows** must have data for a **single recording** only
- **No blank rows**
- **Columns** should not be **completely blank**
- The **data** for creating Pivot table **should be separate** from other data present in the sheet

For example, let's create a Pivot chart for the table shown in the image below:

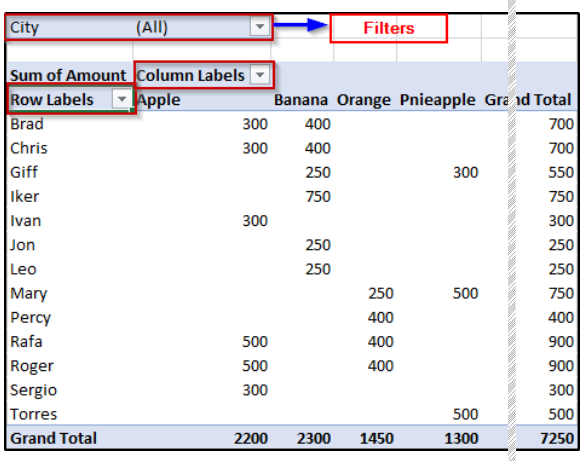


Order ID	Date	Name	Item	City	Quantity	Amount
1	01-01-2019	Jon	Banana	Washington	23	$ 250.00
2	02-01-2019	Ivan	Apple	Texas	24	$ 300.00
3	03-01-2019	Percy	Orange	Chicago	25	$ 400.00
4	04-01-2019	Torres	Pnieapple	New York	26	$ 500.00
5	05-01-2019	Leo	Banana	Washington	23	$ 250.00
6	06-01-2019	Sergio	Apple	Texas	24	$ 300.00
7	07-01-2019	Chris	Banana	Chicago	25	$ 400.00
8	08-01-2019	Rafa	Apple	New York	26	$ 500.00
9	09-01-2019	Mary	Orange	Washington	23	$ 250.00
10	10-01-2019	Giff	Pnieapple	Texas	24	$ 300.00
11	11-01-2019	Brad	Banana	Chicago	25	$ 400.00
12	12-01-2019	Roger	Apple	New York	26	$ 500.00
13	13-01-2019	Iker	Banana	Washington	23	$ 250.00
14	14-01-2019	Chris	Apple	Texas	24	$ 300.00
15	15-01-2019	Rafa	Orange	Chicago	25	$ 400.00
16	16-01-2019	Mary	Pnieapple	New York	26	$ 500.00
17	17-01-2019	Giff	Banana	Washington	23	$ 250.00
18	18-01-2019	Brad	Apple	Texas	24	$ 300.00
19	19-01-2019	Roger	Orange	Chicago	25	$ 400.00
20	20-01-2019	Iker	Banana	New York	26	$ 500.00

To create a Pivot table, select the table and click on the Insert tab. then select Pivot Table command and you will see the following window:



Specify where you intend to create the table and then click on OK. Once this is done you will see that an empty pivot table has been created. Also, PivotTables Fields pane will open that will help you configure the Pivot table. Take a look at the image below where I have created a Pivot Table:



Row Labels	Apple	Banana	Orange	Pnieapple	Grand Total
Brad	300	400			700
Chris	300	400			700
Giff		250		300	550
Iker		750			750
Ivan	300				300
Jon		250			250
Leo		250			250
Mary			250	500	750
Percy			400		400
Rafa	500		400		900
Roger	500		400		900
Sergio	300				300
Torres				500	500
Grand Total	**2200**	**2300**	**1450**	**1300**	**7250**

ANSWER-4

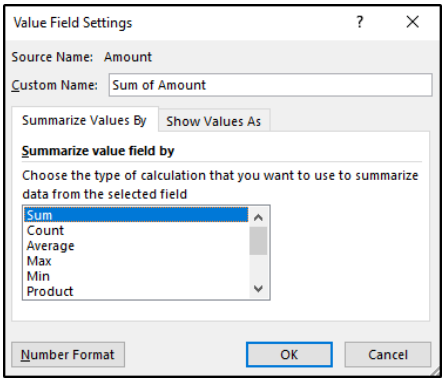
Excel PivotTables allow you to filter data according to your requirements. To do this, place the field based on which you wish to filter out the data. Then from the pivot table, open the dropdown list present for the field you have placed in the Filter area and select the section of your choice. For example, in the table shown in above question, if you wish to filter the data for different cities, you can do it easily as shown below:

City	Chicago		
Sum of Amount	Column Labels		
Row Labels	Banana	Orange	Grand Total
Brad	400		400
Chris	400		400
Percy		400	400
Rafa		400	400
Roger		400	400
Grand Total	800	1200	2000

As you can see, I have filtered the data for Chicago.

ANSWER-5

In order to change the value field to show results other than the Sum, right-click on the Sum of Amount values and then click on **Value Field Settings**. Here is the dialog box that you will see:



From here, you can select any value of your choice and then click on OK.

ANSWER-6

Excel automatically sorts the data present in the Pivot Tables. In case you do not want Excel to do this, open the dropdown menu fro the Row Labels or the Column Labels, and then click on More Sort Options. You will see the Sort dialog box opening. Click on More Options and unselect the Sort automatically option.

ANSWER-7

VLOOKUP is a function present in Excel used to lookup and bring forth data from a given range. V in VLOOKUP stands for Vertical and to use this function, data should be arranged vertically. VLOOKUP is very useful when you have to find some piece of data from a huge amount of data.

ANSWER-8

The VLOOKUP function, in Excel, a lookup value and begins to look for the same in the leftmost column. When it finds the first occurrence of the given lookup value, VLOOKUP starts to move right i.e in the row where the value was found. It goes on until the column number specified by the user and returns the desired value. This function is used to match exact and approximate lookup values. However, the default match is an approximate match.

Syntax:

VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

here,

- **lookup_value** gives the value to be looked out for
- **table_index** is the range from where the data is to be taken
- **col_index_num** specifies the column from which you want to fetch the value
- **range_lookup** is a logical value i.e **TRUE or FALSE** (**TRUE** will find the closest match; **FALSE** checks for exact match)