

Computerised Accounting Practical

Model # C004

Project No:

Title : **Pivot Table**

Question

The following table gives you the sales achieved by different Salesman in different months of a quarter

Salesman	Month	Sales
Arun	January	25000
Basker	January	56000
Naseem	January	45000
Arun	February	78000
Basker	February	28000
Naseem	February	15000
Arun	March	22000
Naseem	March	20000

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- a) Make a Pivot Table to show the salesmenwise breake up of the sales figure
b) Also show the the difference, if the Pivot table is rearranged to show Monthwise details.

Procedure

Step-1 : Open a blank worksheet in Libre Office Calc

Step-2 : Enter the table headings in various cells as given below

Cell	Labels
A1	Salesman
B1	Month
A2	Sales

Step-3 : Enter the details given in the question in the range A2:C10

Step-4 : Select the range A1:C10

- Step-5 : Go to the menu **Data → Pivot Table → Create**
- Step-6 : In the select Source Dialogue box select '**Current Selection**' and press OK button. Then the Pivot Table Layout window appears. You can see the three fields of the table in the **Available Fields** section.
- Step-7 : Drag and Drop the **Salesmen** field from Available fields section to the **Row Fields** section
- Step-8 : Drag and Drop the **Months** field from Available fields section to the **Column Fields** section
- Step-9 : Drag and Drop the **Sales** field from Available fields section to the **Data Fields** section (Only numeric fields are dropped here)
- Step-10 : Then Click OK button. This will give you the first output
- Step-11 : Then Right Click on the Pivot Table generated and click on '**Edit Layout**'. This will bring the '**Pivot Table Layout**' window again.
- Step-12 : Here drag and drop **Salesman** field from Row Fieds to Column Field and Drag and drop the **Month** field from Column Fieds to Row Fields.
- Step-13 : Then Click OK Button. This will give the changed Pivot Table.

Output

Output (1)

	A	B	C	D	E
1	Sum - Sales	Data			
2	Salesman	February	January	March	Total Result
3	Arun	78000	25000	22000	125000
4	Basker	28000	56000		84000
5	Naseem	15000	45000	20000	80000
6	Total Result	121000	126000	42000	289000

Output (2)

	A	B	C	D	E
1	Sum - Sales	Data			
2	Month	Arun	Basker	Naseem	Total Result
3	February	78000	28000	15000	121000
4	January	25000	56000	45000	126000
5	March	22000		20000	42000
6	Total Result	125000	84000	80000	289000