

Q1.) What is a Pivot Table?

ANS.

A Pivot table is a powerful tool for Data Analysis in Microsoft Excel used to summarize, organize and analyze large datasets in a simple and flexible way. It allows users to convert detailed data into meaningful summaries.

• Data can be grouped based on different fields.

Eg:- product, country, time, etc.

• It performs calculations such as sum, count, avg, etc.

→ Its Feature include:-

- Easy to create and Modify.
- Its dynamic, updates automatically as data changes.
- Helps quick decision making.

Example:-

Sales Data → Pivot Table shows:-

• Total Sales by product.

• Sales by region.

Q2.) What are some ways to re-arrange data within a pivot table?

ANS.

Common Methods:-

1. Drag and Drop Fields:

- Move fields between

• Rows

• Columns

• Values

• Filters

2. Sorting

- Sort Data : Ascending or Descending.

SPPU-BE-COMP-CONTENT - KSKA Git

Page No. : _____

Date : / /

Eg:- Highest sales to Lowest sales.

3. Filtering.

- Shows only specific Data.
- Uses report Filters.

Eg:- View sales report for a particular region.

4. Grouping

Group dates, numbers or categories

5. Pivoting (Swapping Rows and columns)

Convert rows into columns and vice-versa.

- Pivot tables allow flexible rearrangement for better Analysis

Q3) What is a Page Field?

ANS.

- A Page Field (also called a Filter Field) is used to filter the entire pivot table based on a specific field.
- It refers to the Filter area.
- It is used to view data for one category at a time.

Example:-

- o Field : 'Region'
- o Select : "India"
- o Only data for India is shown.

Purpose:-

- o Focus on specific subset of data.
- o Easy comparison across categories.
- o Makes Analysis simpler and more Organized.

Hence, Page Field = Global Field for pivot Table.

Q4.) What are the Advantages of using a pivot chart over a regular chart?

ANS. A pivot chart is linked directly to a pivot table and provide a dynamic graphical representation of data.

Advantages:-

1. Dynamic Updates.

- Changes automatically when pivot table changes.

2. Interactive Filtering

- Uses slicers and Filters easily.

3. Easy Data Exploration

- Drill down into data.

4. No need to recreate chart.

- Updates with re-arranged data.

5. Better Visualization of summary Data.

- Pivot charts are interactive and Dynamic, unlike static regular charts. It is different from a summary table.

Q5.) How is a pivot table different from a summary Table?

ANS.

SPPU-BE-COMP-CONTENT – KSKA Git

Date No.: _____

Date.: / /

→		<u>PIVOT TABLE:-</u>	<u>SUMMARY TABLE:-</u>
1.	A Dynamic tool used to summarize and analyze data.	1.	A static table that shows summarized data.
2.	High Flexibility.	2.	Low Flexibility.
3.	Update automatically when source data changes	3.	It is not dynamic, needs manual updates.
4.	Has user interactive Features.	4.	No Interactive Features.
5.	High Analytical Compatibilities.	5.	Limited Analytical Compatibilities
6.	Rearrangement is easy	6.	Rearrangement not easy.
7.	Use-Case : Data Analysis	7.	Use Case : Simple Reporting.