

## Lecture 12

---

# Pivot Table, Scenario Manager, Goal Seeking

---

### **Objectives**

In this Lecture you will learn the following:

- Understanding Pivot Table
- What If Analysis Using Scenario Manager
- Understanding Goal Seeking & Solver

---

## ***Coverage Plan***

---

<b>Lecture 12</b>
12.1 Snap Shot
12.2 Pivot Table
12.3 Using Scenarios to Perform What-If Analysis
12.4 Goal Seeking & Solver
12.5 Short Summary

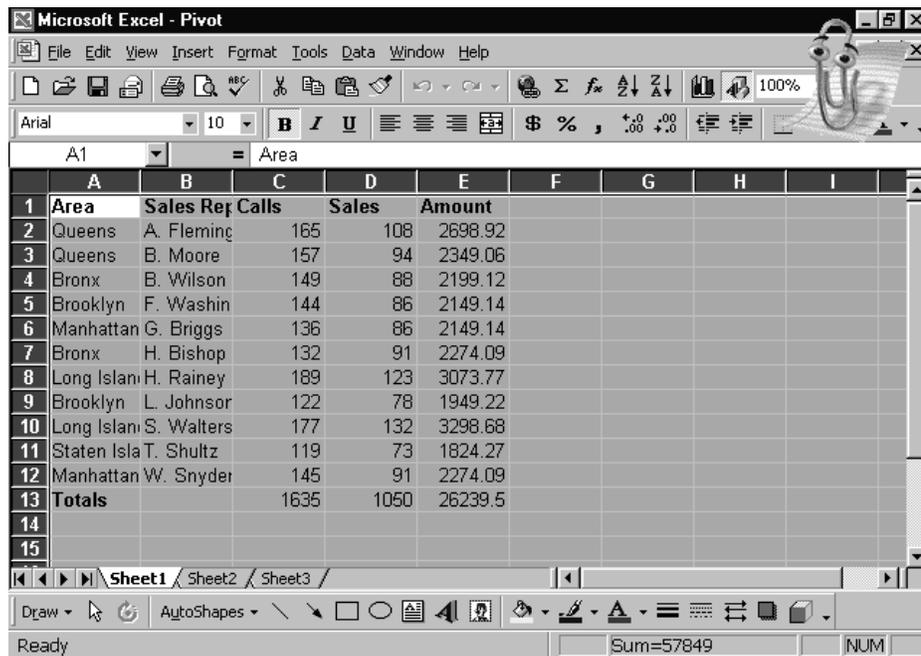
## 12.1 Snap Shot

In this lecture you will learn about the usage of Pivot Table and Using Scenarios Manager to perform what-if analysis and using Goal seeking and solver.

## 12.2 Pivot Table

A pivot table is used to summarize and view information in different ways. In the following activity, you open a workbook as shown from the fig. This is a tabulation of the number of sales calls made and resulting sales and sales amounts made by the members of the New York area sales team. Each team member has a geographical area in and around the New York City area. In the following activity, you create a pivot table so you can summarize the information by area.

1. Start Excel and open the Pivot file, that table resembles the following screen illustration.
2. Position the cell pointer in A1 and use Data|PivotTable Report to summarize sales information by each area as follows:

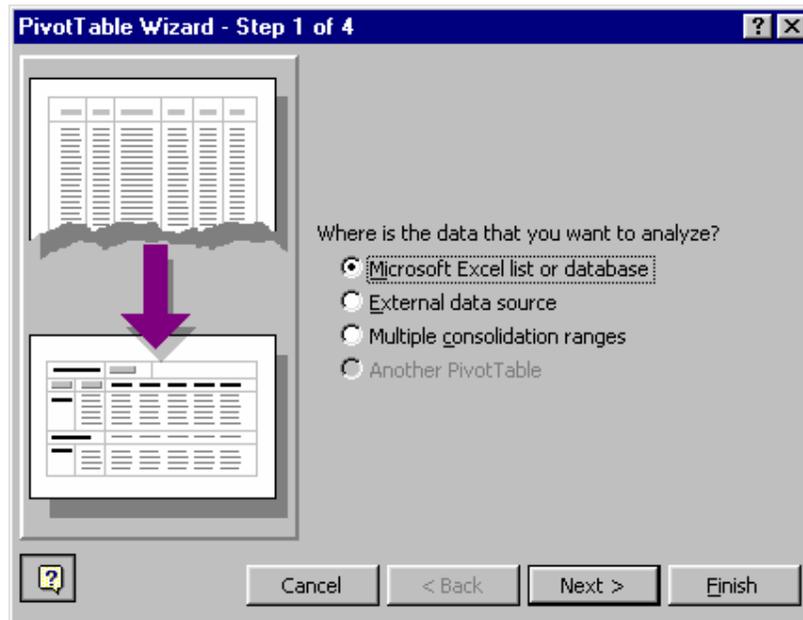


Area	Sales Rep	Calls	Sales	Amount
Queens	A. Fleming	165	108	2698.92
Queens	B. Moore	157	94	2349.06
Bronx	B. Wilson	149	88	2199.12
Brooklyn	F. Washin	144	86	2149.14
Manhattan	G. Briggs	136	86	2149.14
Bronx	H. Bishop	132	91	2274.09
Long Islan	H. Rainey	189	123	3073.77
Brooklyn	L. Johnsor	122	78	1949.22
Long Islan	S. Walters	177	132	3298.68
Staten Isla	T. Shultz	119	73	1824.27
Manhattan	W. Snyder	145	91	2274.09
<b>Totals</b>		1635	1050	26239.5

[A1] <Alt, D, P>; examine the dialog box.

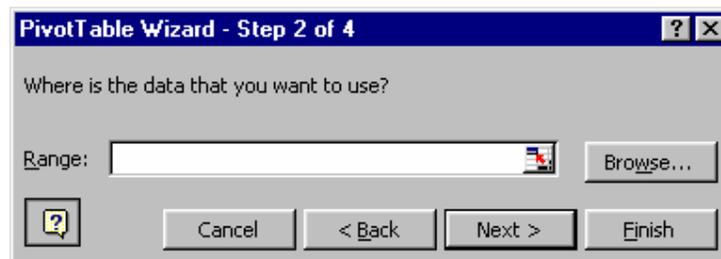
- a. Click Next>. Notice that the area A1:E13 is selected.

Tip: Whenever you want to change the range, just click the text box button,



drag the desired range of cells, and press <Enter>.

- a. Click Next> and Layout. Now drag the displayed title buttons (Area, Calls, Sales, and Amount) located on the right side of the dialog box into the row (Area) and column (Calls, Sales, Amount) data areas as shown in the



following illustration. Note that "Sum of" is added by Excel.

1. Click OK then click Options. Use the default options shown in the screen illustration. Notice the name of the pivot table is PivotTable1. You can have more than one pivot table in a worksheet.
2. Click OK, then click Next>. Now examine the following dialog illustration. Leave it as is to place the pivot table on a new worksheet. This adds Sheet4 to the workbook that contains the pivot table.
3. Click Finish. Now examine the resulting pivot table to see how each area is summarized.