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| **Memorandum** | E:\Users\bergg\Documents\My Templates\Word\Accountancy\Accountancy\Accountancy_color_h.png |

To: 4320 Students

From: Gary G. Berg

Date: February 25, 2025

Re: Assignment 6 – Linking Excel Tables using internal Data Model

* This assignment is a modification of lab 4-4 Excel
* Required:
	+ Download the Excel file for this assignment. ‘
	+ **Create the relationships (see page 215 or Zoom demo)**
* **Required pivot tables (Make sure you master the data and use the appropriate count)**
	+ Pivot Table one (step two and three - modifications)
		- The fields in step 3 should include business name, count of sales orders to each business and the total dollar sales to each business.
			* Sort on total dollars sales descending order
		- **Name the sheet Business**
	+ Pivot table two
		- Create a second pivot table that takes the results of pivot table one and does a breakdown by year The goal is to show total dollars sales to each business for each year and the grand total over the two years for each business. (Include appropriate subtotals in the pivot table)
		- **Name the sheet Year**
	+ Pivot table three
		- Product description, Count of Sales orders and total dollar sales for each product by product by year (include appropriate subtotals in the pivot table)
		- **Name the sheet Product**
	+ Pivot table four
		- Total dollars sales by state by product by year (include appropriate subtotals in the pivot table)
		- **Name the sheet State**
1. Submit the completed Excel file via the D2L dropbox. (You are not submitting screenshots)
	1. Files submitted to the wrong dropbox will receive a **grade of 0**
	2. Failure to follow directions will result in a grade of ZERO
2. **Additional Note: Make sure you submit the Excel file and not the temp file that is created when you are in Excel.**
	1. **The temp file is erased when you exit an Excel, but there may be a delay before that happens.**
	2. **The Temp file size is only 1 KB**
	3. **It is your responsibility to make sure that you upload the correct file. Failure to do so will result in a grade of zero**
3. This is **not a** group assignment. Students should work independently.
	1. **Copying/plagiarism** will result in a **grade of 0** for all parties involved.
4. **Due on 03-03-2025, 11:30 p.m.**
5. **Remember, file must be virus free**. (**Any assignment received containing a Virus receives a grade of 0)**