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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: May 17, 2025

Re: Assignment 4 – data types in **excel**

* This assignment is **Lab 3-1**
	+ **Mater the Data Note**:
		- Use the appropriate count where applicable
		- Do you have all necessary fields for pivot analysis
			* You may or m ay not need to create additional field(s) in data source
* Required:
	+ Download the Excel file for this assignment.
* Requirements (**Master the Data)**
	+ You will be creating the following with indicated modifications
		- Skip Step 1
		- Step 2 & 3 (these steps being applied to sales data with the indicated modifications)
			* **Pivot table 1** showing **total Sales order quantity** instead of average sales order quantity as well as **total dollar sales** for each product.
			* Create a column chart of the pivot table. (**Enhance** using data labels or data table)
			* **Name the sheet Product**
		- Additional Steps **(Master the data)**
			* **Pivot table 2** showing
				+ **Total number of sales orders by customer** and **total dollars sales by customer** (**Name the sheet Customer**)
			* **Pivot table 3** showing
				+ Total number of sales orders processed by each employee and total dollar value of sales orders processed (**name the sheet Employee**)
				+ Create a column chart of the pivot table (**Enhance** using data labels or data table)
			* **Pivot table 4** showing
				+ Number of **sales orders for each product by year**, **quantity sold for each product by year**, and **the total dollar sales totals for each product by year**. **Show the year sub totals**.
				+ **Name the sheet Year**
			* **Pivot Table 5** showing
				+ **Duplicate sheet 4** and **modify** to the **sheet** to **include** a **breakdown by state**
				+ **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 02-21-2025, 11:30 p.m.**
5. **Remember, file must be virus free**. (**Any assignment received containing a Virus receives a grade of 0)**