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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 19, 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)**
* **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 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 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)**