Changing the Relationship of Summarized Data (Worksheet**:** DailySalesData.xlsx)

Comparing, contrasting, and finding relationships within the data set give you greater insights of the data. PivotTable's **Show Values As** option allows you to compare data values. To get answers to questions like, what is the percentage of particular item to total, what is the difference between one item and the other, you can use **Show Values As** option.

DailySalesData.xlsx provides you the daily sales of newly launched product for a period of one year. Create a PivotTable by clicking Insert Tab on Menu field, select PivotTable button, Create PivotTable dialogue box appears on screen. Check whether the data is properly selected. Choose new worksheet for PivotTable report and click Ok. Now drag **Month** to **Row Labels and Sales** to **Values**. PivotTable containing Sum of Monthly sales is created.

Now, you want to know what is the proportion of each month sales to annual sales. To know this, once again drag **Sales** to **Values** box. You can see a new column added with "**Sum of Sales2.**" Change the column heading to "**% of Total**." Click the down arrow appearing on **% of Total** in **Values** box.

From the pop up window, click **Value Field Settings**. Value Field Settings dialogue box appears on the screen. Now click on **Show Values As** Tab. Click the down arrow to get list of calculations. Scroll down and click **% of Total,** then click **OK.** You can see the percentage calculations.

Next, you may be interested to know the percentage difference in sales. One more time drag **Sales** to **Values** box. You can see a new column added with "**Sum of Sales2.**" Change the column heading to "**% diff from Jan**." Click the down arrow appearing on **% diff from Jan** in **Values** box.

From the pop up window, click **Value Field Settings**. Value Field Settings dialogue box appears on the screen. Now click on **Show Values As** Tab. Click **% difference from,** in **Base Field** select **Month**, and in **Base Item** select **Jan**. Click **OK.** You can see the % difference values from Jan