Calculate Multiple Descriptives, Layout Design, and Print report in Separate Pages in one go. (Workbook**:** MonthWiseSales.xlsx)

You have a sales data for a period of six months. During this period you made sales to different customers. Using this data set you want to create sales reports on separate pages for each customer. You want that the sales report should contain **Month Wise Sales**, and descriptives like Count, Sum, Average, Maximum and Minimum Sales Amount. For this you need to use Field Settings, Subtotals & Filters, and Layout & Print options.

Place cursor on any of the cells in MonthWiseSales worksheet, click Insert tab and then click PivotTable button. Create PivotTable dialogue box is displayed. Check that the data is correctly selected and choose New Worksheet to place PivotTable report and click OK.

Drag Customer to Row Labels, Month to Row Labels, and Sales Amount to Values. PivotTable displays Customer wise sales made in six months.

To get multiple descriptives click the list arrow on Customer field in Row Labels. From the pop up menu click Field Settings. Field Settings dialogue box is displayed. In subtotals Automatic is selected by default. You need to click on **Custom**, and select one or more functions. Select Count, Average, Max, Min. It automatically accepts multiple selections.

Next click on Layout & Print tab, In Layout options click on **Show item labels in tabular form**, click on **Insert blank line after each item label**.

then move to Print option and select **Insert page break after each item**. Finally click OK.

Observe the PivotTable report. Descriptive statistics are added at the end of each customer.

Click Design tab and apply appropriate design.

At the end, click Office button, from the drop down menu hover cursor on print and select Print Preview. You can see, each customer sales data is printed in separate pages.

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