

3

You want to subtotal the data to calculate expenses by employee.

Use the Subtotals feature to insert subtotal rows by Employee to calculate the total expense by employee.

In the Cell 'A7' of Sheet 'Subtotals', the 'Formula Result Value' was not set to '2805.07'.

In the Cell 'A13' of Sheet 'Subtotals', the 'Formula Result Value' was not set to '2496.13'.

In the Cell 'A19' of Sheet 'Subtotals', the 'Formula Result Value' was not set to '2643.45'.



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	Other action(s) in this instruction were performed and scored correctly.	✓	1	1
4	Now you want to hide the details for two employees and focus on details for the remaining employees.			
	Collapse the Davidson and Miller sections to show only their totals. Leave the other employees' individual rows displayed.	^	3.75	5
	For the row(s) '20', '21', '22', '23', '24' of Sheet 'Subtotals', the 'Visibility' was not set correctly.	✗	0	1.25
	Other action(s) in this instruction were performed and scored correctly.	✓	3.75	3.75

You want to include the Category and Expense fields in the PivotTable.

Use the Category and Expense fields, enabling Excel to determine where the fields go in the PivotTable.

You want to display average expenses instead of totals.

Modify the Values field to determine the average expense by category. Change the custom name to **Average Expense**.



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9	You want to display a meaningful label and select a different layout. Type Category in cell A3 and change the Grand Totals layout option to On for Rows Only.	5
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	You want to insert another PivotTable to analyze the data on the Expenses worksheet.			
12	Use the Expenses worksheet to create another blank PivotTable on a sheet named Totals . Name the PivotTable Employees . Add the Employee to the Rows and add the Expense field to the Values area. Sort the PivotTable from largest to smallest expense.	▼	9	10
13	Change the name for the Expenses column to Totals and format the field with Accounting number format.	☞	6	6
14	Insert a calculated field to subtract 2659.72 from the Totals field. Change the custom name to Above or Below Average and apply Accounting number format to the field.		10	10
15	Set 10.86 (approximate) as the width for column B and 13.71 for column C, change the row height of row 3 to 30 , and apply word wrap to cell C3.	▼	3	4