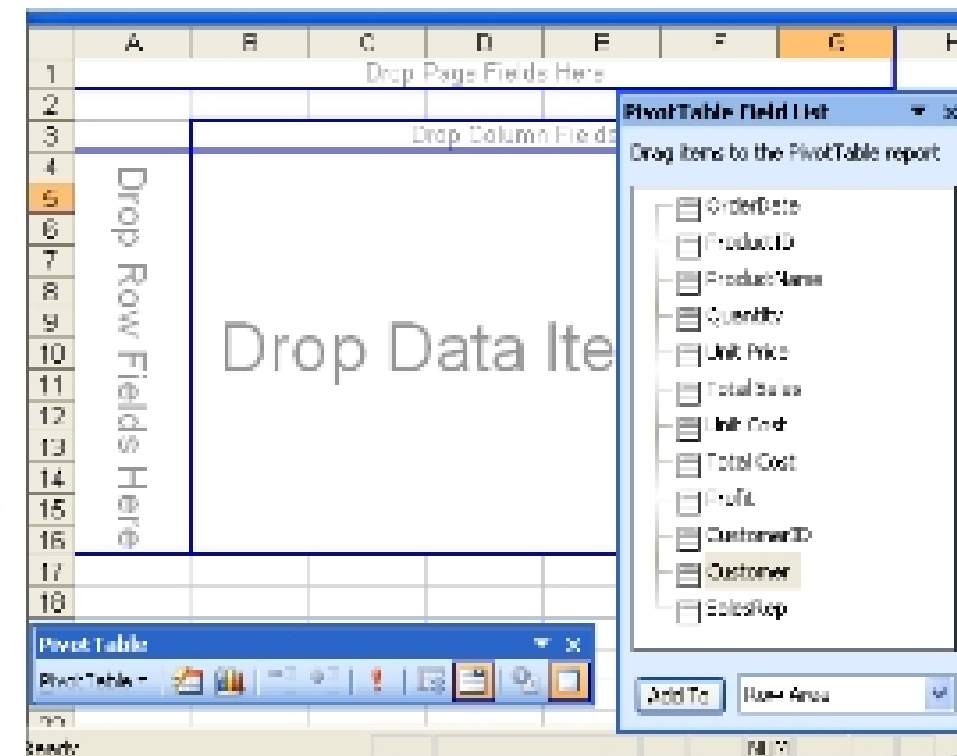


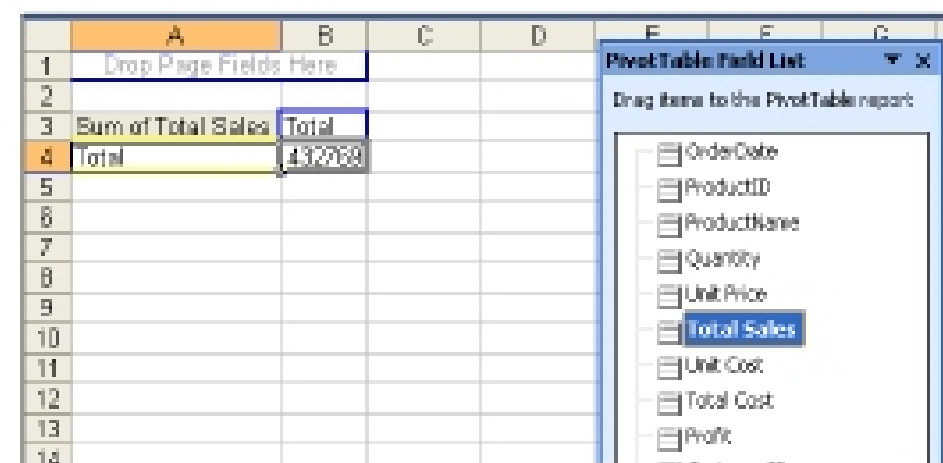
First, get the Restaurant data spreadsheet opened. It has these columns:

	A	B	C	D	E	F	G	H	I
1	OrderDate	ProductID	ProductName	Quantity	Unit Price	Total Sales	Unit Cost	Total Cost	Profit
2	04-Jan-09	22	Mozzarella cheese	41	\$ 24.00	\$ 984.00	\$ 18.00	\$ 738.00	\$ 246.00
3	04-Jan-09	16	Romaine lettuce	90	\$ 15.00	\$ 1,350.00	\$ 14.00	\$ 1,260.00	\$ 90.00
4	05-Jan-09	30	Red onions	27	\$ 12.00	\$ 324.00	\$ 8.00	\$ 216.00	\$ 108.00

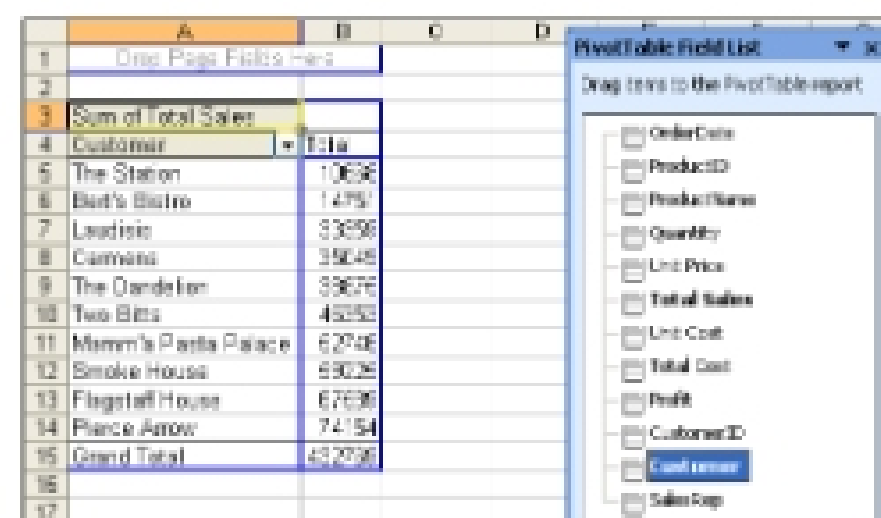
Get a pivot table report started (select Data and then Pivot table). You will get a pivot table outline with the pivot table field list as illustrated here.



The first two questions in Project 40 ask about the total sales for customers. This is actually about the total (or sum) of the Total Sales values for each customer, so the Total Sales column will be the “Data” in the pivot table. Click on the Total Sales column in the field list and drag it into the “Drop Data Items Here” area in the pivot table outline. The result is a table that has the total of all of the Total Sales values for all of the customers, with the table title in its upper left corner “Sum of Total Sales”, shown here.



Next, the first question asks about the best customer by Total Sales, so you want this grand total broken down customer. Do this by dragging the Customer field in field list to the left column of the pivot table, either into cell that had the “Total” label. Then the pivot table displays the subtotals of the Total Sales for each customer, shown here.



by the the

Since you want to find the largest and then the smallest, you can sort this pivot table by the Total Sales column. Highlight the Customer and Total columns between the “Customer | Total” row of column names and the “Grand Total | 432769” row. Then do a sort on the Total Sales values as illustrated below.

Customer	Total
Blair's Bistro	14751
Common	33049
Flagstaff House	67559
Laudible	33059
Mama's Pasta Palace	52745
Pierce Arrow	74154
Smoke House	55025
The Dandelion	39878
The Station	10898
Two Bits	46323
Grand Total	432358

Sort

To sort automatically every time the report is updated, use the Sort and Top 10 commands in the PivotTable menu.

Sort by: **Total Sales**

Ascending Descending

Sort: by Value by Label

Summary: Sort Customer in ascending order by Sum of Total Sales

Options OK Cancel

The sorted list looks like this.
 Now you can see that the best customer by total of Total Sales is Pierce Arrow.

Customer	Total
Pierce Arrow	74154
Flagstaff House	67559
Smoke House	55025
Mama's Pasta Palace	52745
Two Bits	46323
The Dandelion	39878
Common	33049
Laudible	33059
Blair's Bistro	14751
The Station	10898
Grand Total	432358

PivotTable Field List

Drag items to the PivotTable report

- Order Date
- ProductID
- ProductName
- Quantity
- Unit Price
- Total Sales**
- Unit Cost
- Total Cost
- Profit
- CustomerID
- Customer**
- SalesRep