

Practicals 2022-2023



LibreOffice Calc

**PRACTICAL – 4****Spreadsheet – Preparation of Pivot Table**

From the following information, create a Pivot Table to give country wise sales of the products.

Sl. No.	Products	Sales Volume (In Rs.)	Country
1	SQUID	25000	CHINA
2	PRAWN	20000	AMERICA
3	CLOVE	30000	ENGLAND
4	SQUID	50000	CHINA
5	PRAWN	40000	AMERICA
6	CLOVE	15000	ENGLAND

AIM

To prepare a Pivot Table with the given information by using LibreOffice Calc spreadsheet.

PROCEDURE

Step 1 : Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

Step 2 : Enter table headings (Labels) –

Sl. No. in cell A1, Products in cell B1, Sales Volume (Rs) in cell C1 & Country in cell D1.

Step 3 : Enter Serial Numbers in the range from A2 to A7 , Product name in the range from B2 to B7, Sales volume in the range from C2 to C7 and Country name from D2 to C7.

Practicals 2022-2023



LibreOffice Calc

	A	B	C	D
1	SI No	Products	Sales Volume (Rs)	Country
2	1	SQUID	25000	CHINA
3	2	PRAWN	20000	AMERICA
4	3	CLOVE	30000	ENGLAND
5	4	SQUID	50000	CHINA
6	5	PRAWN	40000	AMERICA
7	6	CLOVE	15000	ENGLAND

Step 4 : Select the range **A1:D7** to create a Pivot Table. Then Go to **Data → Pivot Table → Create**. A window named **Select source** appears. Here select **Current selection** and click **OK** button.

Step 5 : In the **Pivot Table Layout** window, drag fields for the Pivot Table from the **Available fields** as follows:

Drag and drop **Products** field from **Available fields** to **Row fields**

Drag and drop **Country** field from **Available fields** to **Column fields**

Drag and drop **Sales Volume (Rs)** field from **Available fields** to **Data fields** and click on **OK** button.

OUTPUT

	A	B	C	D	E
1	Sum - Sales Volume (Rs)	Data			
2	Products	AMERICA	CHINA	ENGLAND	Total Result
3	CLOVE			45000	45000
4	PRAWN	60000			60000
5	SQUID		75000		75000
6	Total Result	60000	75000	45000	180000

harikumarmavelikara7@gmail.com