



SUSANNA DANCY

Pivot Tables
Procedural Writing Sample

February 20th 2026

Problem 1: The sales manager would like to know the total maintenance costs according to each make, type and year of vehicles.

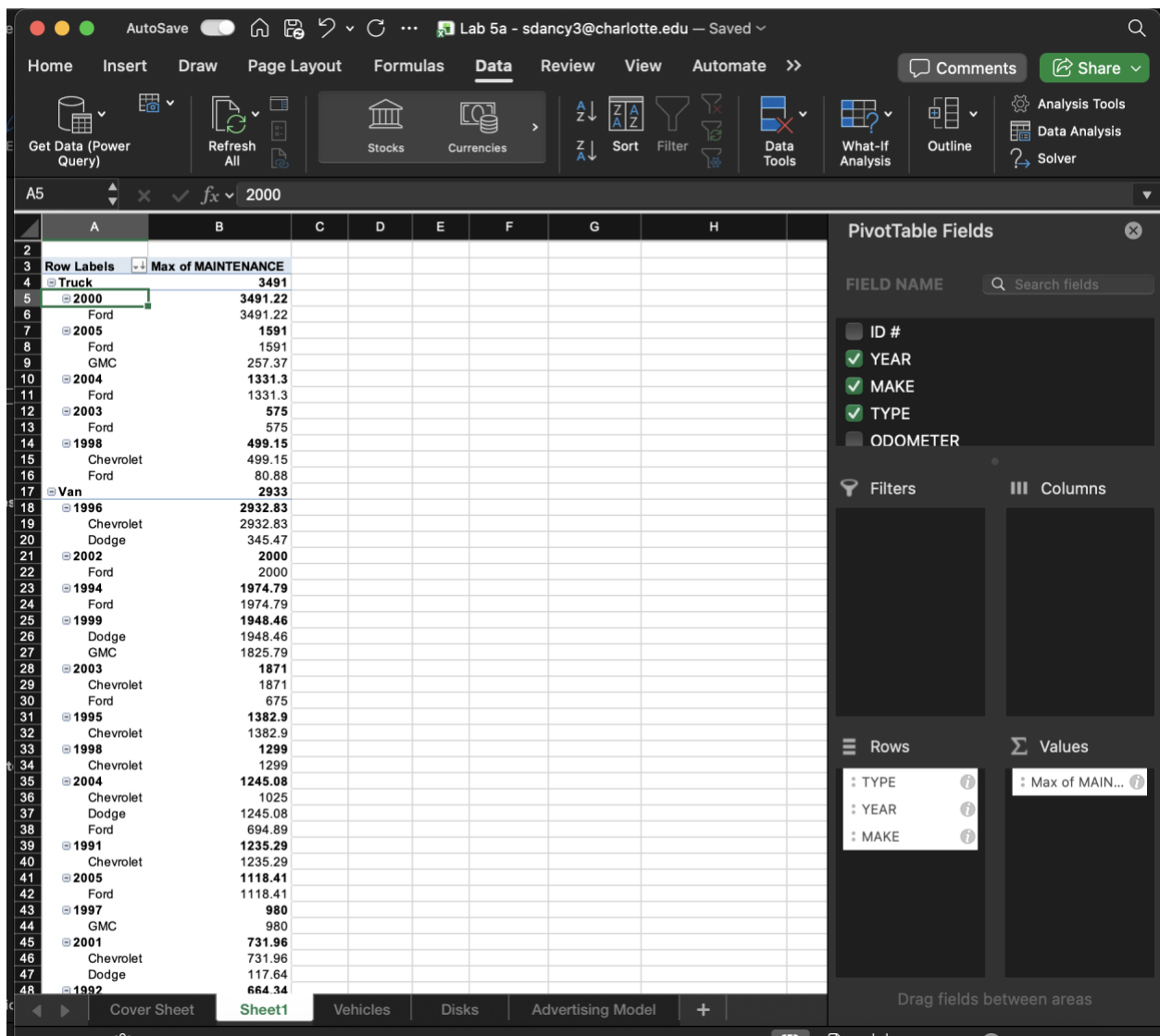


Figure 1- Problem 1 Pivot tables

- To find which combination has the lowest total maintenance cost:
 - Select Table (**Hold Shift** , click ID then **H72**) > *Insert* tab > Tables dropdown > *Recommended PivotTables*
 - From Sheet 1, *PivotTables Menu*, check **make, type, year and maintenance**.
 - Set **Type, Year, Make** under *Rows*
 - Add **Maintenance** to *Values*
 - Under **Values**, right click on Maintenance select **Field Settings** > **Summarize By** > **Max**

- **Right Click** any number under *Maintenance* on your main table > **Sort** > **Largest to Smallest**
2. To find the department that has the highest number of vehicles assigned, the max quantity of type of vehicle:
- Select Table (**Hold Shift** , click **ID** then **H72**) > *Insert* tab > Tables dropdown > *Recommended PivotTables*
 - From Sheet 1, *PivotTables Menu*, check **make, type, year and maintenance**.
 - Set **Type, Year, Make** under *Rows*
 - Add **Maintenance** to *Values*
 - Under **Values**, **right click** on Maintenance select **Field Settings** > **Summarize By** > **Max**
 - **Right Click** any number under *Maintenance* on your main table > **Sort** > **Largest to Smallest**
3. To find which combination has the lowest total maintenance cost and what is that cost:
- **Right Click** any number under *Maintenance* on main table > **Sort** > **Smallest to Largest**

Problem 2: Which department has the highest number of vehicles assigned?
 In this department, what type of vehicle is found the most and how many?

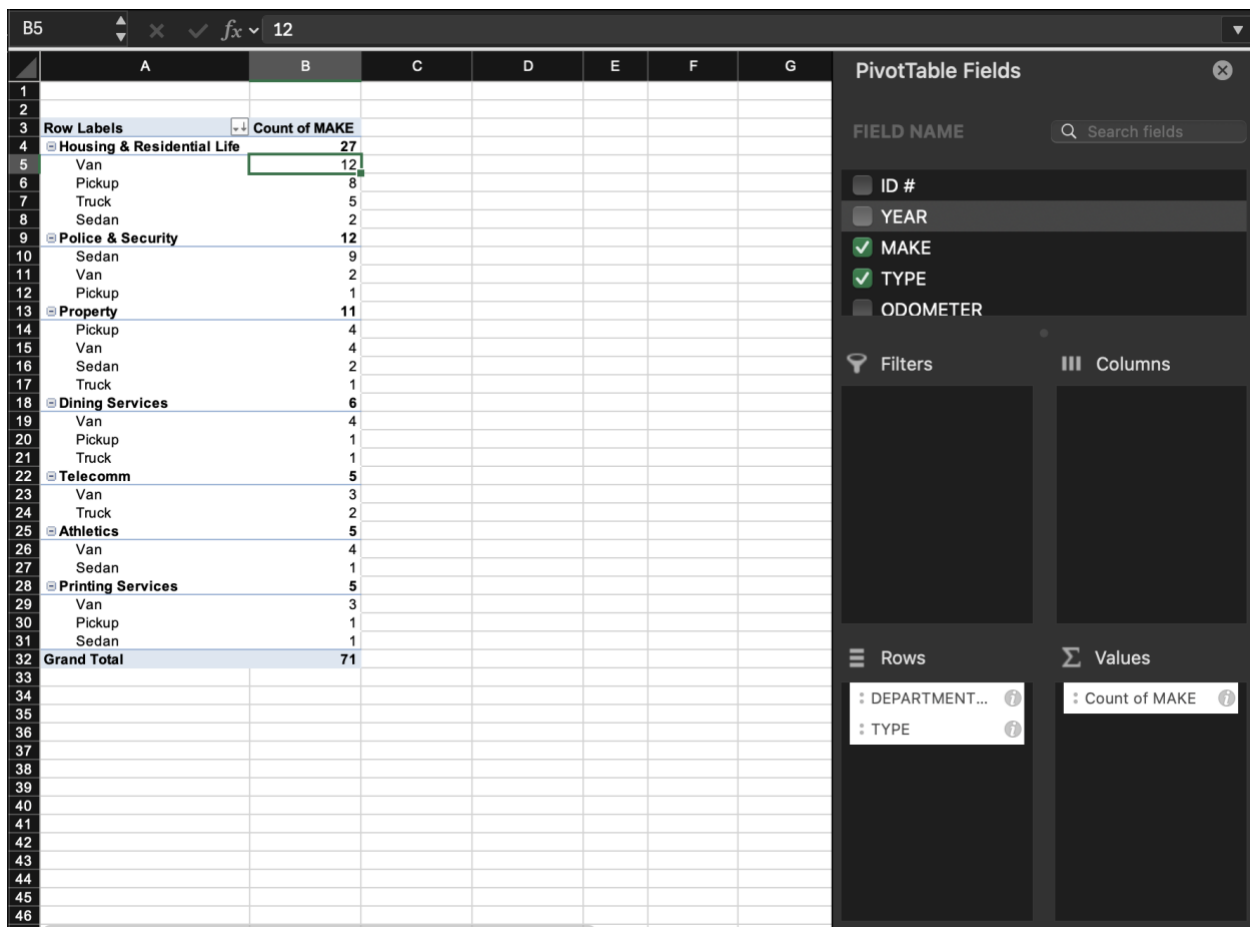


Figure 2- Problem 2

To find highest number of vehicles assigned:

- On the PivotTable Fields menu > Uncheck the box next Year
- On the *PivotTable Fields* menu > **Check** the box next to *Department Assigned* under *Field Name* > Add to Rows
- On the *PivotTable Fields* menu > **Click** on “make” under Rows > Add to Values
- Under Values, **right click** on Make > select **Field Settings** > **Summarize By** > **Count**
- **Right Click** any number in the row titles *Count of Make* > **Sort** > **Largest to Smallest**
- Once sorted > **Right Click** any number in the *Count of Make* that is also considered a Van > **Sort** > **Largest to Smallest**

Problem 3: What is the average price of the Ford Trucks in the Housing & Residential Life department?

Row	Department	Type	Price
26	Sedan		\$ 20,315
27	Ford		\$ 20,315
28	Van		\$ 13,147
29	Chevrolet		\$ 15,773
30	Ford		\$ 11,834
31	Athletics		\$ 15,729
32	Sedan		\$ 11,630
33	Chevrolet		\$ 11,630
34	Van		\$ 16,754
35	Ford		\$ 15,197
36	GMC		\$ 17,272
37	Telecomm		\$ 15,577
38	Truck		\$ 16,046
39	Ford		\$ 18,682
40	GMC		\$ 13,410
41	Van		\$ 15,265
42	Chevrolet		\$ 14,109
43	Dodge		\$ 10,105
44	Ford		\$ 21,580
45	Housing & Residential Life		\$ 14,736
46	Pickup		\$ 13,458
47	Chevrolet		\$ 15,045
48	Ford		\$ 11,872
49	Sedan		\$ 13,500
50	Chevrolet		\$ 14,993
51	Ford		\$ 12,007
52	Truck		\$ 13,522
53	Chevrolet		\$ 7,200
54	Ford		\$ 15,103
55	Van		\$ 16,300
56	Chevrolet		\$ 16,240
57	Dodge		\$ 15,485
58	Ford		\$ 17,284
59	GMC		\$ 12,500
60	Property		\$ 13,434
61	Pickup		\$ 11,961
62	Chevrolet		\$ 12,204
63	Dodge		\$ 11,232
64	Sedan		\$ 11,089
65	Chevrolet		\$ 11,089
66	Truck		\$ 19,634
67	Ford		\$ 19,634
68	Van		\$ 14,529
69	Chevrolet		\$ 12,898
70	Dodge		\$ 11,985
71	Ford		\$ 20,336
72	Grand Total		\$ 15,662

The PivotTable Fields task pane is configured with the following settings:

- Filters:** None
- Columns:** None
- Rows:** DEPARTMENT..., TYPE, MAKE
- Values:** Average of PRICE

Figure 3- Problem 3

To find average price of specific type in a specific department:

- Keep “Department Assigned” under *Rows*
- On the *PivotTable Fields* menu > **Add** “Type” and “Make” to *Rows*
- On the *PivotTable Fields* menu > **Add** “Price” to *Values*
- On the *PivotTable Fields* menu **Uncheck** any other fields that are not Department Assigned”, “Price” , Type” and “Make”
- **Right click** on Price > select **Field Settings** > **Summarize By** > **Average**

