**Exercises and Activities**

In this next activity you are required to answer questions that are in the learner guide and are also below. Please perform the activity and then write down your answers. I

**The Sales Manager would like to see the following reports:**

* Create a new Table showing total **Sales** by **Product Name**
	+ Sort the Table from highest **Sales** to lowest **Sales**. Which **Product** has the highest sales?
	+ Sort the Table from lowest **Sales** to highest **Sales**. Which **Product** has the lowest sales?
	+ Which **Product** is sold in the most **Cities**?
* Create a new Table showing total **Sales** by **Country**
	+ Change the summarisation method to:
		- **Average** – Which **Country** has the highest average **Sales**?
		- **Min** – Which **Country** has the lowest minimum **Sales**?
		- **Max** – Which **Country** has the highest max **Sales**?
* Create a new Table displaying the **Profit** by **City**
	+ Which **City** has the highest number of transactions?
	+ Which **City** has the lowest average **Profit**?
	+ Which **City** sells the most different types of **Products**