**To Complete the workbook, use the following steps:**

1. Open the workbook named Home Station-Austin.xslx located in the chapter 3 folder, and then save the file as Home Station-Austin (your last name).xlsx.
2. Create a PivotTable using the data in the Sales worksheet and place the PivotTable report in a new worksheet named Austin.
3. Use the PivotTable to analyze the sales by department. Change the number format of the sales data to currency. Sort the sales so that the department with the highest sales appears first.
4. Copy this worksheet into a new sheet, named AustinQuarter. In this new sheet, rearrange the fields in the PivotTable to analyze department sales by quarter. Which department had the highest quarterly sales, and in which quarter did it occur? Write your answers to this in the cells below the PivotTable.
5. Copy this worksheet into a new sheet, named AustinManager. Add the Manager field to the PivotTable to analyze each department’s quarterly sales performance by manager. Which department resulted in the highest sales for each manager? In which quarter did the highest sales occur per manager? Write your answers to this in the cells below the PivotTable.
6. Copy this worksheet into a new sheet, named AustinDepartment. Rearrange the fields in the PivotTable to analyze each manager’s quarterly sales performance by department. Which manager had the highest sales for each department? In which quarter did the manager’s highest sales occur? Write your answers to this in the cells below the PivotTable.
7. Create a new sheet to the right of AustinDepartment and name it AustinPivotChart. Create a Pivot Table and Pivot Chart (based on the Pivot Table). Select the chart type and display options to help you visually answer the following question: Based on the data collected, which manager would you choose to manage each department on a long-term basis (one person can only manage a single department)? Support your recommendations with data from the PivotTable/Pivot Chart. Write your answers to this in the cells below the PivotTable. Expand the size of the chart so all labels are legible. Add data labels to show the values of sales per manager per department. Remove all of these data labels from the managers in each department that didn’t have the highest sales in that department.
8. Save and close Home Station-Austin.xslx.