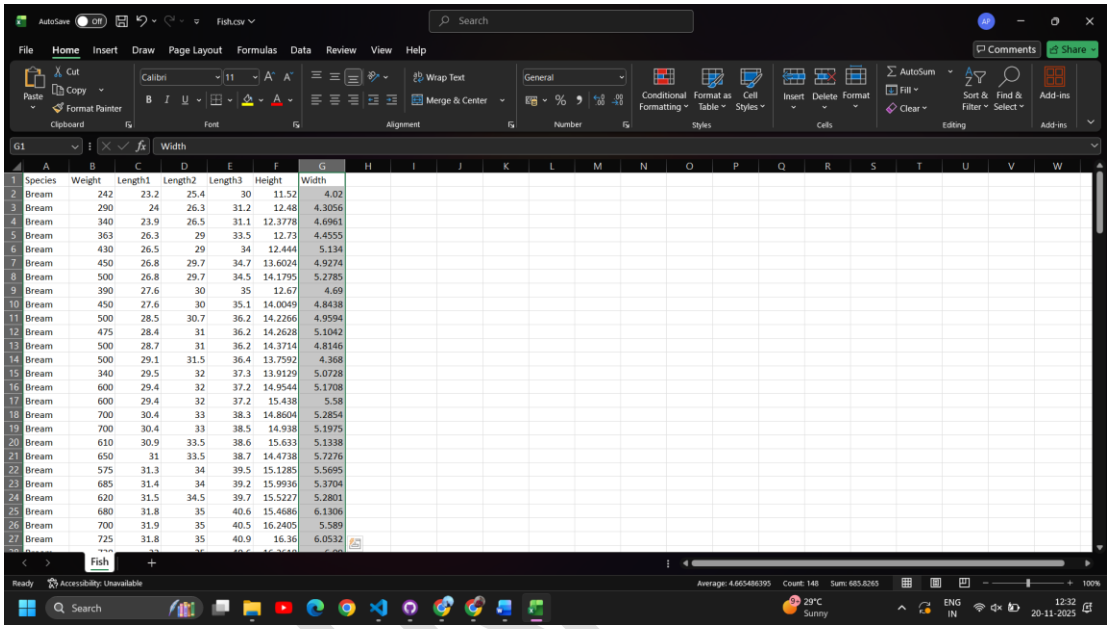
Sheth L.U.J College of Arts & Sir M.V. College of Science and Commerce
Data Science
PRACTICAL NO. 1

Aim: Introduction to Excel -

a) Perform conditional formatting on a dataset using various criteria.
b) Create a pivot table to analyze and summarize data.
c) Use VLOOKUP function to retrieve information from a different worksheet or table.
d) Perform what-if analysis using Goal Seek to determine input values for desired output.

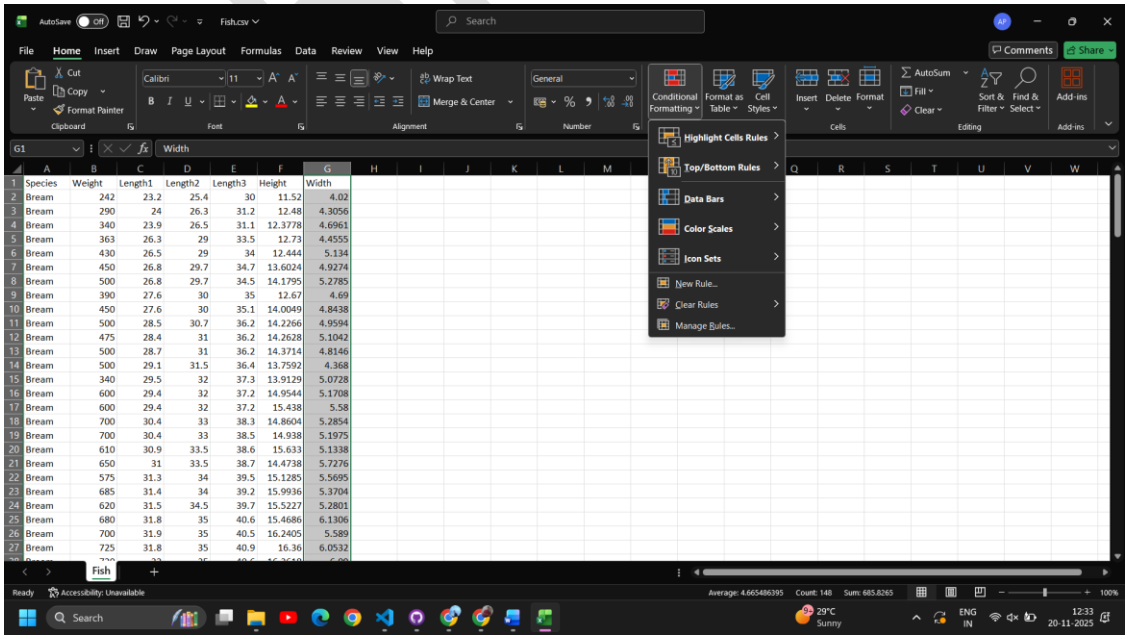
Steps:

1. Select the “Width” column (Column G).



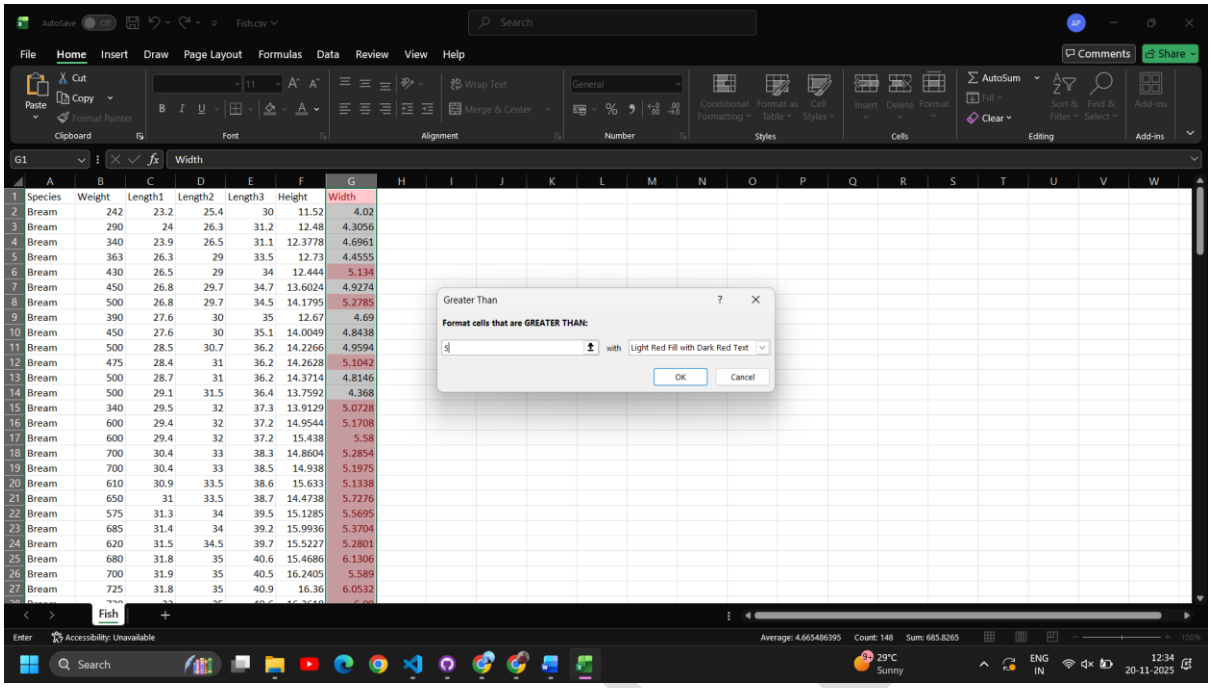
2. Go to the “Home” tab on the ribbon.

3. Click on “Conditional Formatting” in the toolbar.



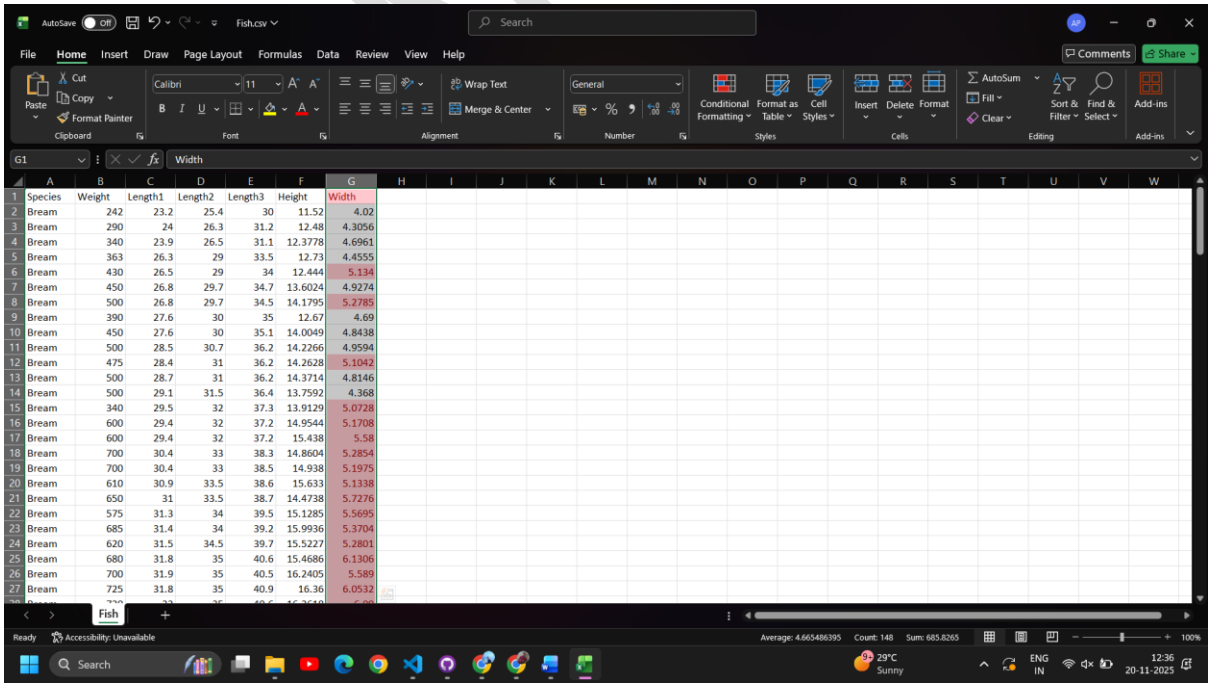
4. Choose Highlight Cells Rules and then Greater Than

5. Enter the threshold value as 800.



6. Customize the formatting options (e.g., choose a fill color).

7. Click “OK” to apply the rule.



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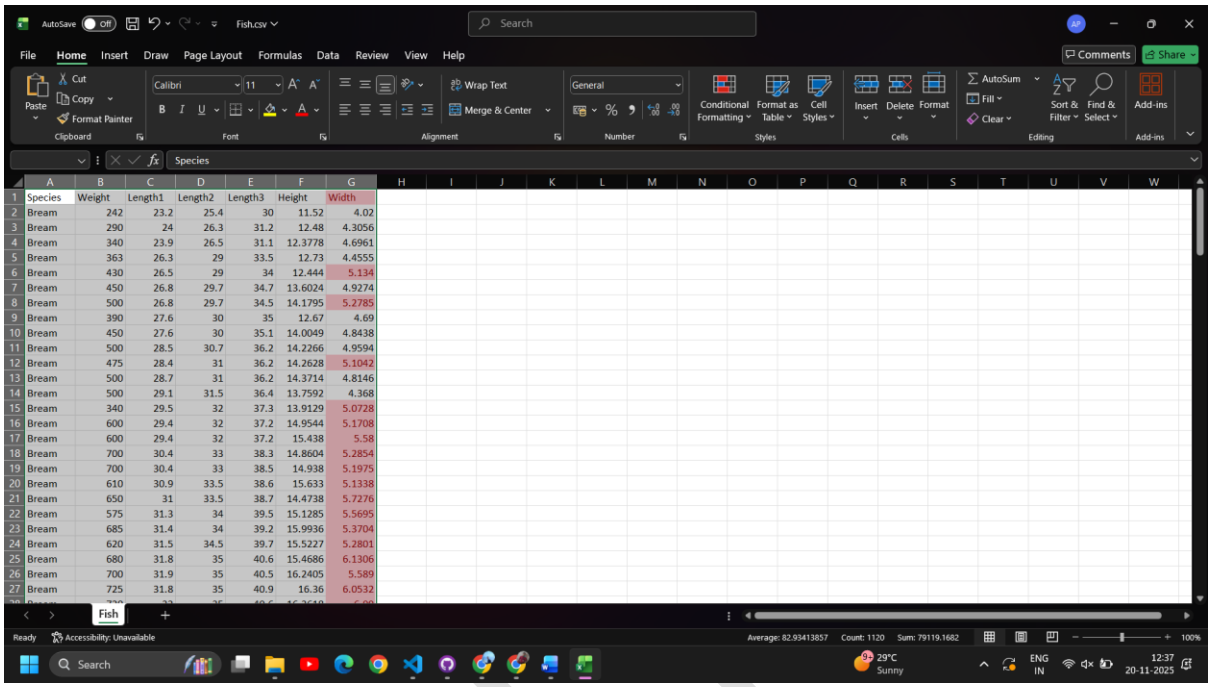
Create a pivot table to analyze and summarize data.

Following are the steps to create a pivot table to analyze total sales by category.

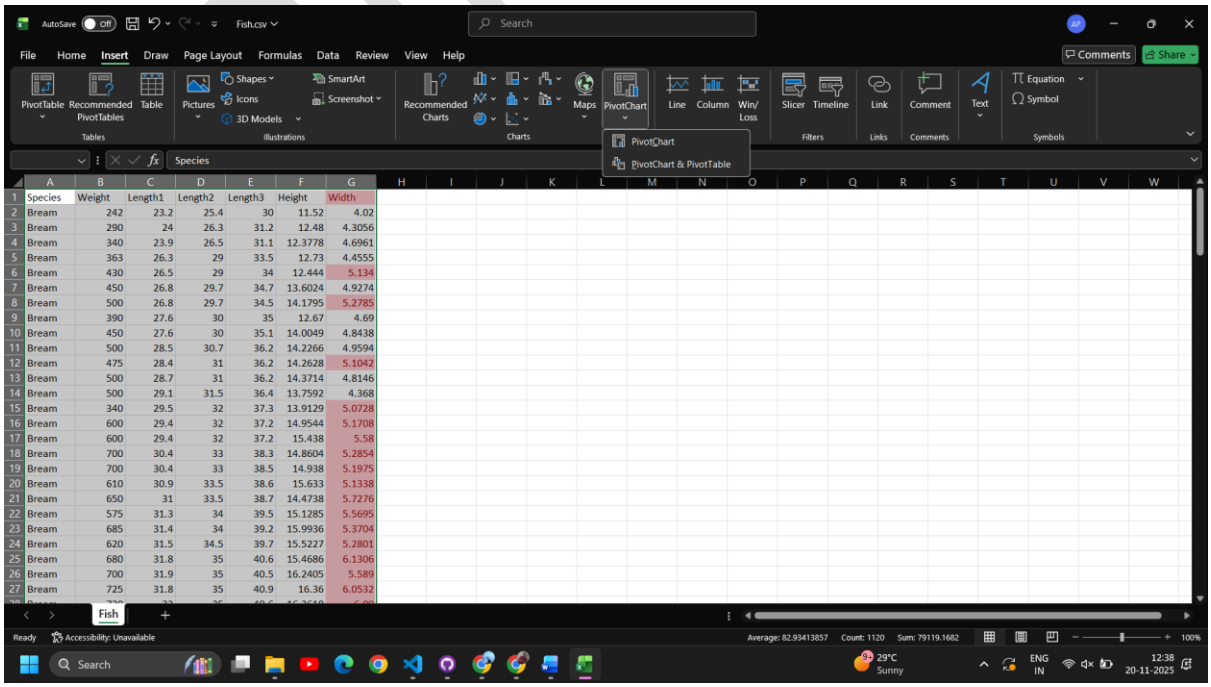
Steps:

1. Select the entire dataset including headers.



2. Go to the Insert tab on the ribbon.

3. Click on PivotTable



4. Choose where you want to place the PivotTable (e.g., new worksheet).

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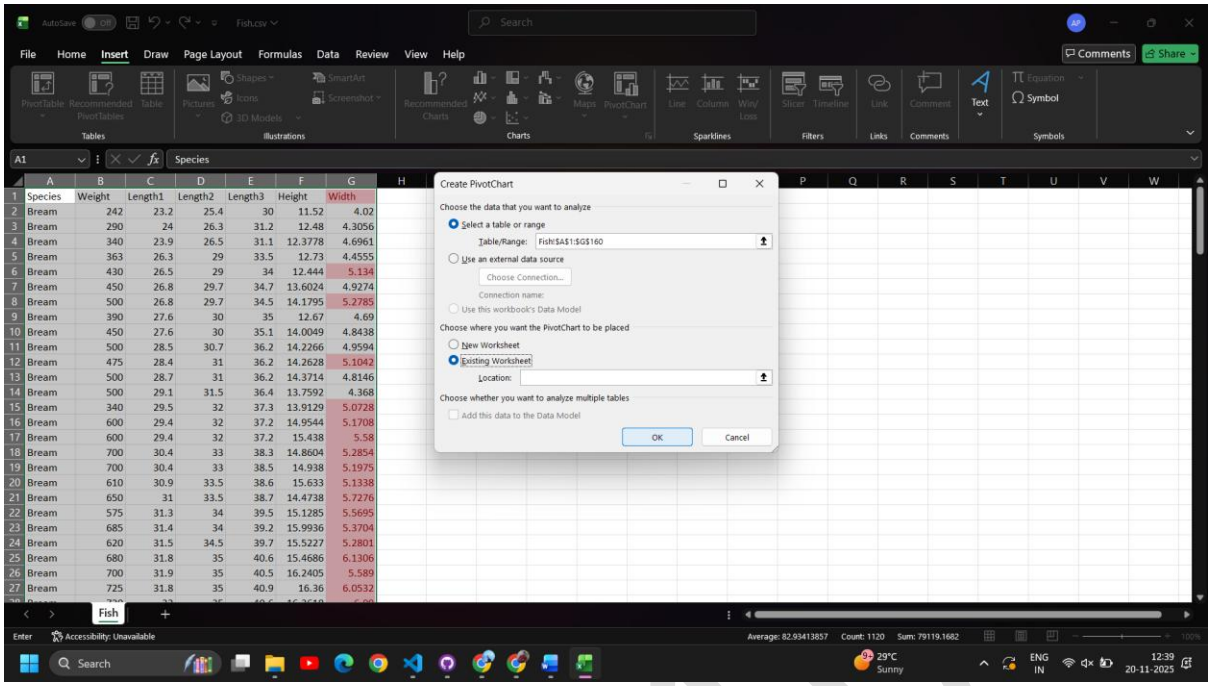
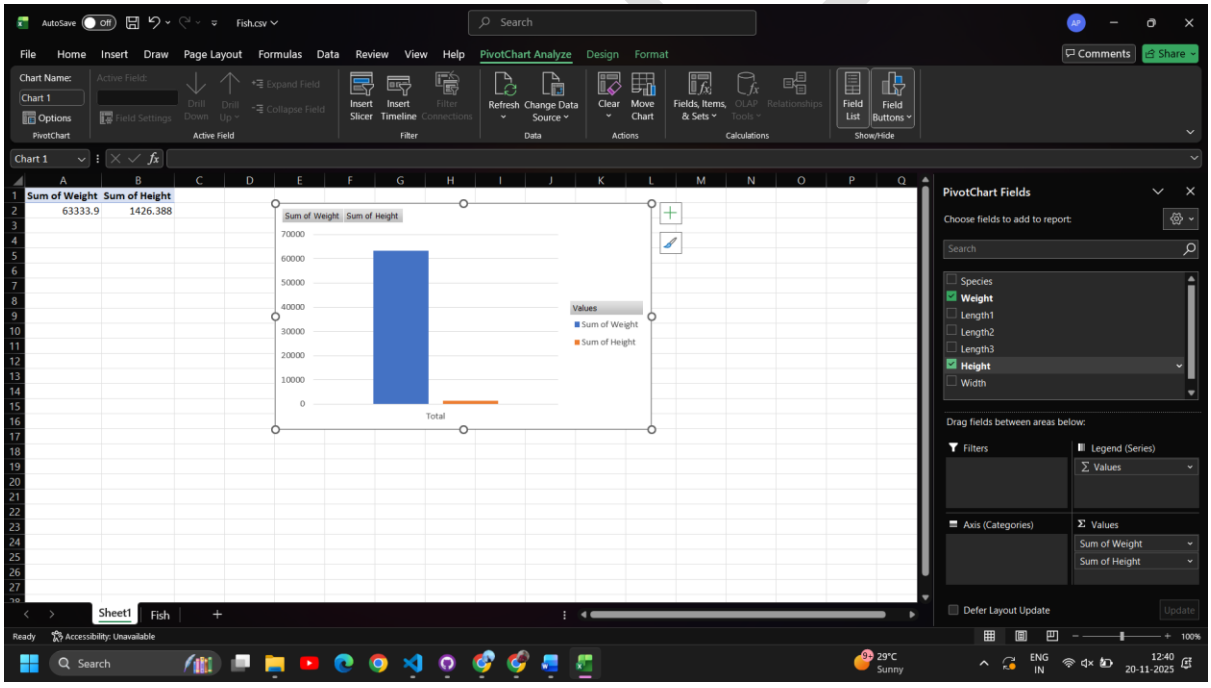


5. Drag “Height” to the Rows area.

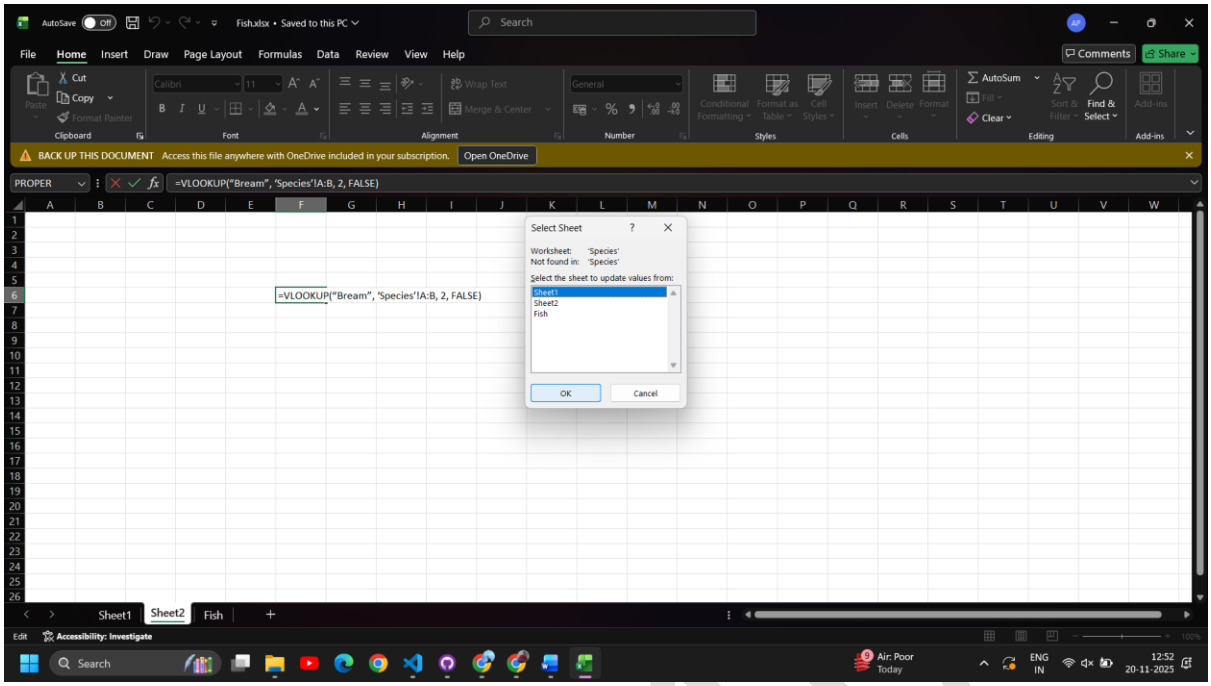
6. Drag “Weight” to the Values area, choosing the sum function.



Use VLOOKUP function to retrieve information from a different worksheet or table.

Use the VLOOKUP function to retrieve the category of “Product M” from a separate worksheet named “Product Table” using following steps:

=VLOOKUP(“Bream”, ‘Species’!A:B, 2, FALSE)

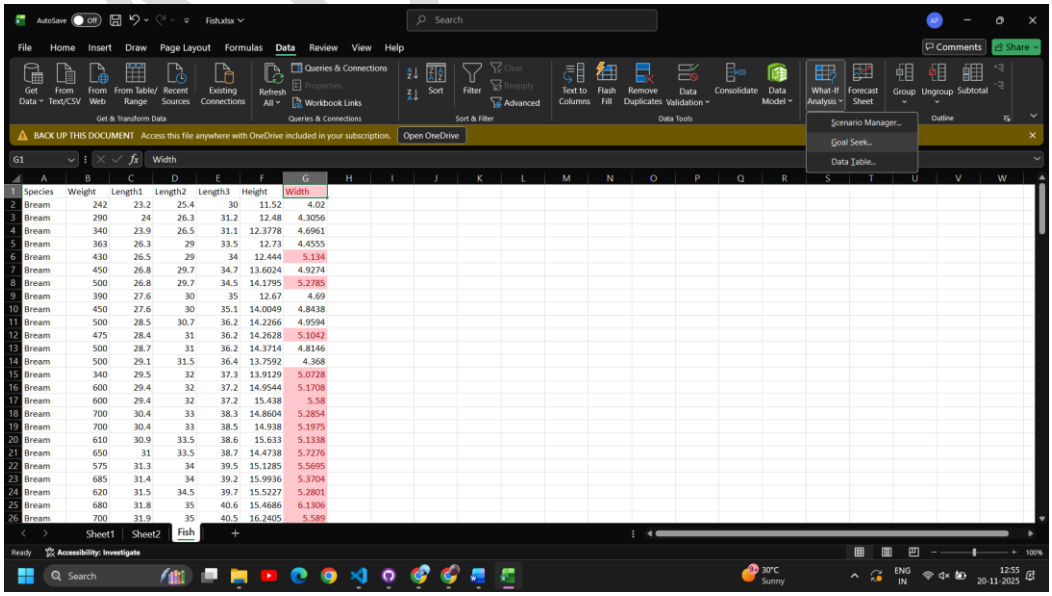


Perform what-if analysis using Goal Seek to determine input values for desired output.

Use Goal Seek to find the required sales for "Weight" to achieve a profit of 1000 using the following steps.

Steps:

1. Identify the cell containing the formula for "Width" for "Weight" (let's assume it's in cell E7).
2. Go to the "Data" tab on the ribbon.
3. Click on "What-If Analysis" and select "Goal Seek."



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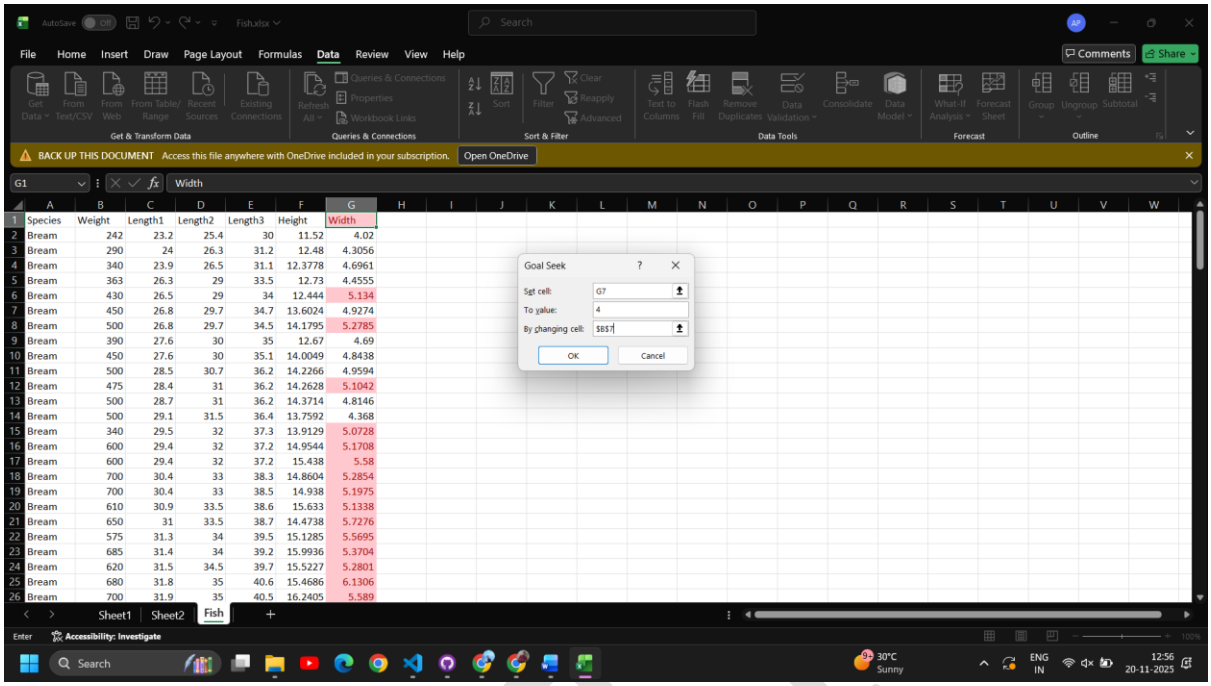
1. Set "Set cell" to the width cell (G7), "To value" to 1000, and "By changing cell" to the Weight (B7).



Click "OK" to let Excel determine the required sales.