



## Practical Paper

- [Curriculum Code: 7144]
- [Semester: 1]
- [Duration: 1 Hour]
- [Total Marks: 20]

[Do not write on this question paper and return it to the Invigilator after the examination]

### MS Office

#### Title: Sales Report Analysis

#### Objective:

You are provided with a list of sales data. Use Microsoft Excel to analyze and summarize the data using formulas and visualizations.

#### Instructions:

1. Create the following table in Excel:

Order ID	Product	Region	Salesperson	Units Sold	Unit Price	Total Sales	Date
1001	Laptop	North	John	5	500		2024-01-15
1002	Smartphone	East	Alice	10	300		2024-01-18
1003	Monitor	South	Bob	7	150		2024-01-20
1004	Keyboard	West	Carol	20	25		2024-01-22
1005	Headphones	North	John	15	60		2024-01-25
1006	Laptop	East	Alice	3	500		2024-01-30

#### Tasks to Complete:

##### Part 1: Basic Formulas

1. Use a formula to calculate **Total Sales** (Units Sold \* Unit Price) for each row.
2. Use the SUM() function to calculate the **Grand Total Sales** at the bottom of the column.

## Part 2: Data Formatting

3. Format the **Total Sales** and **Unit Price** columns as **Currency**.
4. Format the **Date** column to show dates as DD-MMM-YYYY.

## Part 3: Sorting and Filtering

5. Apply **filters** to the header row.
6. Sort the data by **Total Sales** in **descending order**.

## Part 4: Summary and Visualization

7. Create a new sheet named *Summary*.
8. Use the `COUNTIF()` or `SUMIF()` function to:
  - Show **total sales per region**.
  - Show **total units sold by each salesperson**.
9. Create a **column chart** that shows **total sales by region**.