

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	2500	2024-01-15
1002	Smartphone	East	Alice	10	300	3000	2024-01-18
1003	Monitor	South	Bob	7	150	1050	2024-01-20
1004	Keyboard	West	Carol	20	25	500	2024-01-22
1005	Headphones	North	John	15	60	900	2024-01-25
1006	Laptop	East	Alice	3	500	1500	2024-01-30

Tasks to Complete:

Part 1: Basic Formulas

1. Use a formula to calculate **Total Sales** ($\text{Units Sold} * \text{Unit Price}$) 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**.