**ExperimentNo.1.3**

**Student Name:** Gaurav Kumar **UID:** 22MCC20177

**Branch:** MCA**–**CCD **Section/Group:** MCD-1/A

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**Subject Name:** Business Analytics **Subject Code:** 22CAH-703

1. **Aim/Overview of the practical:**
   1. Assign a name to a range of cells to make it easier to reference those ranges in calculations, create a drop-down menu to make data entry quicker and more efficient.
   2. Use sort and filter to find and organize data in large databases, custom filters.
2. **Code for practical: (a)**
3. Open Excel and add data on which you want to apply operations.
4. To give name to a range first select the data you want to give a reference name.
5. Go to **Formulas tab** and select **Define Name** option. A new window will appear enter give name and a range to make a reference and click on **OK**.

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1. Now, you can use the name StudentData in calculation and data references.
2. To create a drop-down menu for a column, select an empty cell.
3. Go to **Data tab** and select **Data Validation.**
4. A new window will appear choose list as the validation criteria and give the range of cells in S**ource field** and click **OK.**

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1. Now, you will see a dropdown menu in that empty cell.

**Code for practical: (b)**

1. To sort and filter and apply custom filter to organize large database. First select the range of your data.
2. Select **Sort & Filter** option present in **Home Tab.** A menu will appear click on **Filter.**
3. A drop-down option will appear on the header of your data.

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1. By using those drop-down options now, you can sort data in ascending or descending order and can also apply custom filter to analyze data more efficiently.

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