

Task 1

Date-23/02/25

- 1) Name the Workbook with Your Name (Eg- **Ankit**- EP of Kartzon)
- 2) Name your worksheet as Kartzon Sales
- 3) Create another column Before segment named as " Customer's First Name"
- 4) Make use of cell reference and create a new column agin for row id
- 5)Format the heading(1st row)
Size-14, Bold, Background color light yellow
- 6)Bring all numerical figure in Dollars \$ as prefix- Sales, profit, Shipping cost in (currency form)
- 7)Add filter to 1st Row only
- 8) Sort the value of shipping cost in ascending order
- 9)Add Sr. No column at first
- 10) apply conditional formating in Sales
Above 500- light blue
Below 500- light red
- 11) Find the Total Cost
Using Sales, Profit, Shipping cost

Task 2

Basic Arithmetic:

1. Use =SUM() to calculate the total Sales for all orders.
2. Use =AVERAGE() to find the average Profit per order.
3. Use =MIN() and =MAX() to determine the lowest and highest Shipping Cost.

Logical Functions:

4. Use =IF() to check if the Profit for an order is positive, and label it "Profitable" or "Not Profitable."
5. Use =AND() to identify orders where both Discount is 0 and Quantity is greater than 3.
6. Use =OR() to flag orders with either a "High" Order Priority or Sales over 10,000.
7. Use =NOT() to find orders that are not in the "Consumer" Segment.

Text Functions:

8. Use =CONCAT() to combine Customer Name and City into a single cell.
9. Use =LEFT() to extract the first three characters of the Order ID.
10. Use =RIGHT() to extract the last three digits of the Customer ID.
11. Use =LEN() to count the number of characters in Product Name.

Lookup and Reference:

12. Use =VLOOKUP() to find the Category based on a given Product ID.
13. Use =HLOOKUP() to fetch the Sales value from a row header for a specific order.
14. Use =INDEX() and =MATCH() together to find the Profit for a specific Order ID.
15. Use =XLOOKUP() to search for a Customer Name by their Customer ID.

Date and Time:

16. Use =TODAY() to determine how many days have passed since the Order Date for each order.
17. Use =DATEDIF() to calculate the number of days between the Order Date and Ship Date.
18. Use =TEXT() to display the Order Date in "MMM-DD-YYYY" format.

Error Handling:

19. Use =IFERROR() to handle errors when dividing Profit by Quantity.
20. Use =ISERROR() to check for invalid data in the Shipping Cost column.

Advanced Functions:

21. Use =ARRAYFORMULA() to compute total Sales for each Category in one go.
22. Use =UNIQUE() to list all unique Segments in the dataset.
23. Use =FILTER() to extract orders where Discount is greater than 0.2 and Sales exceed 15,000.

Task 3

Charts and Visualization

1. What type of chart is best for comparing values across categories? *(Hint: Think about bars and columns.)*
2. How can you add labels to display data values directly on a chart? *(Hint: Helps in understanding exact values.)*
3. Which advanced chart type is useful for showing data distribution over a range? *(Hint: Common in statistics.)*
4. What Excel feature allows you to create tiny charts inside a cell? *(Hint: Used for trend visualization in a single cell.)*

Pivot Tables and Pivot Charts

5. How can you quickly summarize large data sets in Excel? *(Hint: Drag and drop fields into rows and columns.)*
6. What feature in Pivot Tables helps in breaking data into time-based groups? *(Hint: Useful for handling date fields.)*
7. What tool can be used to filter Pivot Tables interactively? *(Hint: Visual filtering buttons.)*
8. What is the graphical representation of Pivot Tables? *(Hint: Dynamic charts linked to summaries.)*

Data Analysis Tools

9. Which feature helps you filter large datasets based on conditions? *(Hint: Found in the Data tab, useful for narrowing down information.)*
10. How can you calculate subtotal values within a dataset? *(Hint: Inserts automatic grouping.)*
11. What Excel tool allows you to find an input value based on a desired output? *(Hint: Used for solving equations.)*
12. How can you create different possible outcomes of a scenario in Excel? *(Hint: Useful for financial modeling.)*
13. What add-in helps in finding optimal solutions for complex problems? *(Hint: Used for constraint-based optimization.)*

Advanced Excel

14. What feature allows you to automate repetitive tasks in Excel? *(Hint: Can be recorded or written using VBA.)*

15. What formula type works with multiple values at once? *(Hint: Uses dynamic ranges, e.g., =SEQUENCE())*
16. What function helps in fetching data dynamically from external sources? *(Hint: Power-packed function for data transformation.)*
17. Which tool in Excel helps in handling large datasets efficiently? *(Hint: Used for advanced data modeling.)*
18. How do you create an interactive dashboard combining multiple elements? *(Hint: Uses charts, slicers, and Pivot Tables together.)*

Collaboration and Sharing

19. How can you restrict unauthorized edits in an Excel workbook? *(Hint: Involves setting passwords.)*
20. What feature allows multiple users to work on an Excel file simultaneously? *(Hint: Available in cloud versions like Excel Online.)*
21. How can you track modifications made to an Excel file? *(Hint: Keeps a record of edits.)*

Integration and Compatibility

22. What are common file formats that Excel can import data from? *(Hint: Includes text-based and web sources.)*
23. How can Excel connect to external databases like SQL or Power BI? *(Hint: Used for live data integration.)*
24. What format should you use to save an Excel sheet as a shareable document without editing capabilities? *(Hint: Commonly used for non-editable reports.)*