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| **LABORATORY** | | | |
| **Topic:** | Introduction to Information Technology | **Week No.** | 7 Laboratory |
| **Course Code:** | IT001 | **Term** | 2nd Semester |
| **Course Title:** | Introduction to Information Technology, Word Processing/ Spreadsheet | **Academic Year** | 2024-2025 |

**Activity: Sales Data Analysis**

**Objective:**

Analyze sales data using Excel functions like SUM, AVERAGE, and conditional formatting.

**Steps:**

**Create a Sales Data Table with the following columns:**

A: Product Name

B: Category

C: Price

D: Quantity Sold

E: Total Sales (Formula: =C2\*D2)

**Enter Sample Data**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Product | Category | Price | Quantity Sold | Total Sales |
| Laptop | Electronics | 800 | 5 | (Formula) |
| Phone | Electronics | 600 | 8 | (Formula) |
| Shoes | Clothing | 50 | 20 | (Formula) |
| Shirt | Clothing | 30 | 15 | (Formula) |

**Apply Formatting:**

Use bold headers

Format Price & Total Sales as Currency ($)

Use Conditional Formatting to highlight Total Sales above $3000 in green

**Calculate Insights Below the Table:**

Total Revenue: =SUM(E2:E5)

Average Price: =AVERAGE(C2:C5)

Max Sales Value: =MAX(E2:E5)