**University of Barishal**

A logo of a book and a candle

AI-generated content may be incorrect.

**Course Title: EDGE: BU-CSE Digital Skills Training**

**Topic: MS Excell (If Formula, Sum IFS, Pivotable, Picture Group)**

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# **Description of Company ABC**

|  |
| --- |
| A black letter on a square  AI-generated content may be incorrect.Logo: |
|  |
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|  |
|  |
|  |

## “Tax Slab”

|  |  |
| --- | --- |
| **Tax on Profit** | |
| **Point** | **Range** |
| 0% | <=1,000 |
| 5% | <=2,000 |
| 10% | <=3,000 |
| 15% | <=4,000 |
| 20% | >4,000 |

## "Company Grading System Based on Net Profit"

|  |  |  |
| --- | --- | --- |
| **Net Profit** | | |
| **Company  Grade** | **Point** | **Range** |
| A+ | 5.00 | 4500<...... |
| A | 4.50 | 4000-4499 |
| A- | 4.00 | 3500-3999 |
| B+ | 3.50 | 3000-3499 |
| B | 3.00 | 2500-2999 |
| B- | 2.50 | 2000-2499 |
| C | 2.00 | 1500-1999 |
| D | 1.50 | 1000-1499 |
| E | 1.00 | 0500-0999 |
| F | 0.00 | 0000-0499 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Particulars** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** | **Year 9** | **Year 10** |
| **Sales** | $8,900 | $7,098 | $6,509 | $5,645 | $9,800 | $9,890 | $9,930 | $9,870 | $8,320 | $11,670 |
| **COGS** | $6,980 | $5,700 | $6,400 | $3,089 | $6,499 | $3,900 | $5,000 | $4,200 | $4,900 | $4,300 |
| **Profit (S-C)** | **$1,920** | **$1,398** | **$109** | **$2,556** | **$3,301** | **$5,990** | **$4,930** | **$5,670** | **$3,420** | **$7,370** |
| **Less: Depreciation** | $540 | $630 | $580 | $730 | $565 | $500 | $600 | $550 | $700 | $600 |
| **Less: Tax** | $96 | $70 | $0 | $256 | $495 | $1,198 | $986 | $1,134 | $513 | $1,474 |
| **Net Profit** | **$1,284** | **$698** | **-$471** | **$1,570** | **$2,241** | **$4,292** | **$3,344** | **$3,986** | **$2,207** | **$5,296** |

## If Equation

**For Tax I use this equation:**

**=IF(B19<=1000,B19\*0%,IF(B19<=2000,B19\*5%,IF(B19<=3000,B19\*10%,IF(B19<=4000,B19\*15%,B19\*20%))))**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Point:** | 1.50 | 1.00 | 0.00 | 2.00 | 2.50 | 4.50 | 3.50 | 4.00 | 2.50 | 5.00 |
| **Company Grade:** | D | E | F | C | B- | A | B+ | A- | B- | A+ |

**Conditional Formatting**-New Rule-Format Based on Value

Equation:

**For Point: =IF(B22>=4500,5,IF(B22>=4000,4.5,IF(B22>=3500,4,IF(B22>=3000,3.5,IF(B22>=2500,3,IF(B22>=2000,2.5,IF(B22>=1500,2,IF(B22>=1000,1.5,IF(B22>=500,1,0)))))))))**

**Company Grade:**

**=IF(B24>=5,"A+",IF(B24>=4.5,"A",IF(B24>=4,"A-",IF(B24>=3.5,"B+",IF(B24>=3,"B",IF(B24>=2.5,"B-",IF(B24>=2,"C",IF(B24>=1.5,"D",IF(B24>=1,"E","F")))))))))**

## Sum, Average, Maximum & Minimum Equation:

|  |  |  |
| --- | --- | --- |
| **Total:** | $24,447 | =SUM (B22:K22) |
| **Average:** | $4,889 | =AVERAGE (B22:K22) |
| **Maximum:** | $5,296 | =MAX (B22:K22) |
| **Minimum:** | -$471 | =MIN (B22:K22) |

# **Chart**

Select the Data

Click and drag to select your data, including column headers.

Insert a Column Chart

Go to the Insert tab in the Excel ribbon.

Click on the Column Chart icon in the Charts group.

Choose a chart type:

Clustered Column (default)

Stacked Column

100% Stacked Column

3D Column

Customize the Chart

Add Chart Title: Click on the chart title and type a new name.

Label Axes:

Go to Chart Design > Add Chart Element > Axis Titles.

Change Colors & Styles:

# **Data validation**

Data>Data Validation>Any Value(list)>Table Range

## Look Up Formula

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/L | **Name** | **Age** | **Gender** | **Occupation** |
| 1 | James Carter | 34 | Male | Software Engineer |
| 2 | Sophia Martinez | 28 | Female | Marketing Manager |
| 3 | Daniel Kim | 40 | Male | Doctor |
| 4 | Emily Johnson | 25 | Female | Graphic Designer |
| 5 | Michael Brown | 50 | Male | Business Consultant |
| 6 | Olivia Wilson | 31 | Female | Lawyer |
| 7 | Robert Singh | 45 | Male | Architect |
| 8 | Isabella Lopez | 29 | Female | Journalist |
| 9 | William Thompson | 38 | Male | Police Officer |
| 10 | Ava Patel | 27 | Female | Teacher |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Age | Gender | Occupation |
| Olivia Wilson | 29 | Female | Journalist |

**For Name:**

Data>Data Validation>Any Value(list)>Table Range.

**Age:**

=LOOKUP (B16, B3:B12, C3:C12)

**Gender:**

=LOOKUP (B16, B3:B12, D3:D12)

**Occupation:**

=LOOKUP (B16, B3:B12, E3:E12)

## SUM IFS

|  |  |  |
| --- | --- | --- |
| Name | Product | Quantity |
| James Carter | Cake | 5 |
| Sophia Martinez | Juice | 2 |
| Daniel Kim | Chips | 15 |
| Sophia Martinez | Fruits | 3 |
| James Carter | Juice | 19 |
| Sophia Martinez | Chips | 12 |
| Olivia Wilson | Cake | 10 |
| Robert Singh | Juice | 1 |
| James Carter | Fruits | 5 |
| Emily Johnson | Chips | 3 |
| Emily Johnson | Fruits | 22 |
| Michael Brown | Juice | 12 |
| Olivia Wilson | Juice | 5 |
| Robert Singh | Chips | 2 |
| Isabella Lopez | Cake | 18 |
| William Thompson | Cake | 12 |
| Ava Patel | Juice | 10 |

|  |  |  |
| --- | --- | --- |
| Name | Product | Quantity |
| Isabella Lopez | Cake | 18 |

**First:**

Data>Data Validation>Any Value(list)>Table Range.

**Equation:**

=SUMIFS (D20:D36, B20:B36, B40, C20:C36, C40)

# **Pivotable**

## Chart

## Step To Do this

**Step 1: Insert a PivotTable**

1. Select the entire dataset (including headers).
2. Go to Insert → Click PivotTable.
3. In the "Create PivotTable" window:
   * Select New Worksheet for better organization.
   * Click OK.

**Step 2: Build the PivotTable**

1. In the PivotTable Fields Pane, drag fields into the areas:
   * Rows: Drag Country
   * Columns: Drag Department
   * Values: Drag Salary (this will show total salary per country per department)
   * Filters (Optional): Drag Product Category

Now, PivotTable is created based on Country and Department, summarizing Salary.

**Step 3: Insert a Slicer**

1. Click inside the PivotTable.
2. Go to PivotTable Analyze → Click Insert Slicer.
3. Select the slicer fields (Country, Department, Product Category).
4. Click OK → The slicers will appear.
5. Move and resize the slicers as needed.

Now, clicking on slicer buttons will filter the PivotTable.

**Step 4: Connect Slicer to Multiple PivotTables (Report Connections)**

If you want the slicer to control multiple PivotTables:

1. Right-click on a slicer → Click Report Connections.
2. A window will appear listing all PivotTables.
3. Check all PivotTables where you want the slicer to apply filters.
4. Click OK.

Now, the slicer will filter all connected PivotTables simultaneously.

# **Picture: Group with Shape**

# **References**

Sir, M. N. (2025). *Teacher , University of Barisal.* Barishal: EDGE.

Zishan, A. (2025). *Edge Course.* Barishal.