

Practical Assignment – 8

Introduction To Excel (LAB8)

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1BScDs

Computational Statistics
(STA161-1)

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Introduction:

Excel is a software that is used by many for making spreadsheets that contain data. Using excel we can organize and arrange this data into orders that are desired by the user. In this practical assignment we'll be exploring the functionalities of the Microsoft Excel Home tab, showcasing the different options available, and provide practical examples or datasets to demonstrate their usage.

1. LOOKUP
 2. VLOOKUP
 3. HLOOKUP
 4. INDEX
 5. MATCH
 6. EXACT
 7. OFFEST
 8. TODAY
 9. NOW
 10. DATE
 11. MONTH
 12. YEAR
 13. EDATE
-

Exercise 1:

Objective: Demonstrate LOOKUP, VLOOKUP, HLOOKUP, INDEX, MATCH, EXACT, OFFEST functions and provide meaningful insights from them.

Step 1: LOOKUP

=LOOKUP(A6,A1:F19)								
	C	D	E	F	G	H	I	J
luct	Category	sales	expenditure	profit				
ots	Vegetables	₹ 4,270.00	₹ 4,000.00	₹ 270.00				
coli	Vegetables	₹ 8,239.00	₹ 8,000.00	₹ 239.00		lookup	626	

Step 2: VLOOKUP

=VLOOKUP(A9,A1:F19,3,0)								
C	D	E	F	G	H	I	J	K
gory	sales	expenditure	profit					
ables	₹ 4,270.00	₹ 4,000.00	₹ 270.00					
ables	₹ 8,239.00	₹ 8,000.00	₹ 239.00		lookup	626		
uit	₹ 617.00	₹ 600.00	₹ 17.00		vlookup	Fruit		

Step 3: HLOOKUP

=HLOOKUP(C1,A1:F19,10,0)								
	D	E	F	G	H	I	J	
gory	sales	expenditure	profit					
ables	₹ 4,270.00	₹ 4,000.00	₹ 270.00					
ables	₹ 8,239.00	₹ 8,000.00	₹ 239.00		lookup	626		
uit	₹ 617.00	₹ 600.00	₹ 17.00		vlookup	Fruit		
uit	₹ 8,384.00	₹ 8,000.00	₹ 384.00		hlookup	Fruit		

Step 4: INDEX

Function Library

Defined Names

=INDEX(A1:F19,2,4)

C	D	E	F	G	H	I	
category	sales	expenditure	profit				
tables	₹ 4,270.00	₹ 4,000.00	₹ 270.00				
tables	₹ 8,239.00	₹ 8,000.00	₹ 239.00		lookup		626
fruit	₹ 617.00	₹ 600.00	₹ 17.00		vlookup	Fruit	
fruit	₹ 8,384.00	₹ 8,000.00	₹ 384.00		hlookup	Fruit	
tables	₹ 2,626.00	₹ 2,000.00	₹ 626.00		Index		4270

Step 5: MATCH

=MATCH(B7,B1:B19,0)							
C	D	E	F	G	H	I	
category	sales	expenditure	profit				
tables	₹ 4,270.00	₹ 4,000.00	₹ 270.00				
tables	₹ 8,239.00	₹ 8,000.00	₹ 239.00		lookup		626
fruit	₹ 617.00	₹ 600.00	₹ 17.00		vlookup	Fruit	
fruit	₹ 8,384.00	₹ 8,000.00	₹ 384.00		hlookup	Fruit	
tables	₹ 2,626.00	₹ 2,000.00	₹ 626.00		Index		4270
fruit	₹ 3,610.00	₹ 3,600.00	₹ 10.00		match		7

Step 6: EXACT

=OFFSET(A3,4,2)							
	D	E	F	G	H	I	J
category	sales	expenditure	profit				
tables	₹ 4,270.00	₹ 4,000.00	₹ 270.00				
tables	₹ 8,239.00	₹ 8,000.00	₹ 239.00		lookup		626
fruit	₹ 617.00	₹ 600.00	₹ 17.00		vlookup	Fruit	
fruit	₹ 8,384.00	₹ 8,000.00	₹ 384.00		hlookup	Fruit	
tables	₹ 2,626.00	₹ 2,000.00	₹ 626.00		Index		4270
fruit	₹ 3,610.00	₹ 3,600.00	₹ 10.00		match		7
tables	₹ 9,062.00	₹ 8,790.00	₹ 272.00		exact	FALSE	
fruit	₹ 6,906.00	₹ 6,500.00	₹ 406.00		offset	Fruit	

Exercise 2:

Objective: Explore Date Functions: TODAY, NOW, DATE, MONTH, YEAR, EDATE functions and write comments.

Step 1: TODAY

=TODAY()							
	D	E	F	G	H	I	J
Category	sales	expenditure	profit				
Tables	₹ 4,270.00	₹ 4,000.00	₹ 270.00				
Tables	₹ 8,239.00	₹ 8,000.00	₹ 239.00		lookup	626	
Unit	₹ 617.00	₹ 600.00	₹ 17.00		vlookup	Fruit	
Unit	₹ 8,384.00	₹ 8,000.00	₹ 384.00		hlookup	Fruit	
Tables	₹ 2,626.00	₹ 2,000.00	₹ 626.00		Index	4270	
Unit	₹ 3,610.00	₹ 3,600.00	₹ 10.00		match	7	
Tables	₹ 9,062.00	₹ 8,790.00	₹ 272.00		exact	FALSE	
Unit	₹ 6,906.00	₹ 6,500.00	₹ 406.00		offset	Fruit	
Unit	₹ 2,417.00	₹ 1,789.00	₹ 628.00		today	10/6/2024	

Step 2: NOW

=NOW()							
C	D	E	F	G	H	I	J
Category	sales	expenditure	profit				
Tables	₹ 4,270.00	₹ 4,000.00	₹ 270.00				
Tables	₹ 8,239.00	₹ 8,000.00	₹ 239.00		lookup	626	
Unit	₹ 617.00	₹ 600.00	₹ 17.00		vlookup	Fruit	
Unit	₹ 8,384.00	₹ 8,000.00	₹ 384.00		hlookup	Fruit	
Tables	₹ 2,626.00	₹ 2,000.00	₹ 626.00		Index	4270	
Unit	₹ 3,610.00	₹ 3,600.00	₹ 10.00		match	7	
Tables	₹ 9,062.00	₹ 8,790.00	₹ 272.00		exact	FALSE	
Unit	₹ 6,906.00	₹ 6,500.00	₹ 406.00		offset	Fruit	
Unit	₹ 2,417.00	₹ 1,789.00	₹ 628.00		today	10/6/2024	
Unit	₹ 7,431.00	₹ 6,589.00	₹ 842.00		now	10/6/2024 16:30	

Step 3: DATE

=DATE(2024,10,6)

	D	E	F	G	H	I
ry	sales	expenditure	profit			
les	₹ 4,270.00	₹ 4,000.00	₹ 270.00			
les	₹ 8,239.00	₹ 8,000.00	₹ 239.00		lookup	626
	₹ 617.00	₹ 600.00	₹ 17.00		vlookup	Fruit
	₹ 8,384.00	₹ 8,000.00	₹ 384.00		hlookup	Fruit
les	₹ 2,626.00	₹ 2,000.00	₹ 626.00		Index	4270
	₹ 3,610.00	₹ 3,600.00	₹ 10.00		match	7
les	₹ 9,062.00	₹ 8,790.00	₹ 272.00		exact	FALSE
	₹ 6,906.00	₹ 6,500.00	₹ 406.00		offset	Fruit
	₹ 2,417.00	₹ 1,789.00	₹ 628.00		today	10/6/2024
	₹ 7,431.00	₹ 6,589.00	₹ 842.00		now	10/6/2024 16:30
	₹ 8,250.00	₹ 7,654.00	₹ 596.00		date	10/6/2024

Step 4: MONTH

=MONTH(I12)

	D	E	F	G	H	I
gory	sales	expenditure	profit			
ables	₹ 4,270.00	₹ 4,000.00	₹ 270.00			
ables	₹ 8,239.00	₹ 8,000.00	₹ 239.00		lookup	626
jit	₹ 617.00	₹ 600.00	₹ 17.00		vlookup	Fruit
jit	₹ 8,384.00	₹ 8,000.00	₹ 384.00		hlookup	Fruit
ables	₹ 2,626.00	₹ 2,000.00	₹ 626.00		Index	4270
jit	₹ 3,610.00	₹ 3,600.00	₹ 10.00		match	7
ables	₹ 9,062.00	₹ 8,790.00	₹ 272.00		exact	FALSE
jit	₹ 6,906.00	₹ 6,500.00	₹ 406.00		offset	Fruit
jit	₹ 2,417.00	₹ 1,789.00	₹ 628.00		today	10/6/2024
jit	₹ 7,431.00	₹ 6,589.00	₹ 842.00		now	10/6/2024 16:30
jit	₹ 8,250.00	₹ 7,654.00	₹ 596.00		date	10/6/2024
ables	₹ 7,012.00	₹ 6,789.00	₹ 223.00		year	2024
ables	₹ 1,903.00	₹ 1,500.00	₹ 403.00		month	10

Step 5: YEAR

=YEAR(I12)							
	D	E	F	G	H	I	J
Category	sales	expenditure	profit				
Apples	₹ 4,270.00	₹ 4,000.00	₹ 270.00				
Apples	₹ 8,239.00	₹ 8,000.00	₹ 239.00		lookup	626	
Oranges	₹ 617.00	₹ 600.00	₹ 17.00		vlookup	Fruit	
Oranges	₹ 8,384.00	₹ 8,000.00	₹ 384.00		hlookup	Fruit	
Apples	₹ 2,626.00	₹ 2,000.00	₹ 626.00		Index	4270	
Oranges	₹ 3,610.00	₹ 3,600.00	₹ 10.00		match	7	
Apples	₹ 9,062.00	₹ 8,790.00	₹ 272.00		exact	FALSE	
Oranges	₹ 6,906.00	₹ 6,500.00	₹ 406.00		offset	Fruit	
Oranges	₹ 2,417.00	₹ 1,789.00	₹ 628.00		today	10/6/2024	
Oranges	₹ 7,431.00	₹ 6,589.00	₹ 842.00		now	10/6/2024 16:30	
Oranges	₹ 8,250.00	₹ 7,654.00	₹ 596.00		date	10/6/2024	
Apples	₹ 7,012.00	₹ 6,789.00	₹ 223.00		year	2024	

Step 6: EDATE

=EDATE(I12,2)							
	D	E	F	G	H	I	J
Category	sales	expenditure	profit				
Apples	₹ 4,270.00	₹ 4,000.00	₹ 270.00				
Apples	₹ 8,239.00	₹ 8,000.00	₹ 239.00		lookup	626	
Oranges	₹ 617.00	₹ 600.00	₹ 17.00		vlookup	Fruit	
Oranges	₹ 8,384.00	₹ 8,000.00	₹ 384.00		hlookup	Fruit	
Apples	₹ 2,626.00	₹ 2,000.00	₹ 626.00		Index	4270	
Oranges	₹ 3,610.00	₹ 3,600.00	₹ 10.00		match	7	
Apples	₹ 9,062.00	₹ 8,790.00	₹ 272.00		exact	FALSE	
Oranges	₹ 6,906.00	₹ 6,500.00	₹ 406.00		offset	Fruit	
Oranges	₹ 2,417.00	₹ 1,789.00	₹ 628.00		today	10/6/2024	
Oranges	₹ 7,431.00	₹ 6,589.00	₹ 842.00		now	10/6/2024 16:30	
Oranges	₹ 8,250.00	₹ 7,654.00	₹ 596.00		date	10/6/2024	
Apples	₹ 7,012.00	₹ 6,789.00	₹ 223.00		year	2024	
Apples	₹ 1,903.00	₹ 1,500.00	₹ 403.00		month	10	
Apples	₹ 2,824.00	₹ 2,456.00	₹ 368.00		edate	Friday, December 6, 2024	
Apples	₹ 6,946.00	₹ 5,997.00	₹ 949.00				

Conclusion:

Through this assignment, we learned about the various facets and features of Excel. We put features like Functions into practical use. Excel will be a significant part of our future work, and this assignment helped us establish a solid foundation in its basics.