

ASSIGNMENT :- 1

VLOOKUP FUNCTION

VLOOKUP FUNCTION

VLOOKUP in Excel is a powerful function that searches for a value in the first column of a range (table or array) and returns a corresponding value in the same row from a specified column. The "V" in VLOOKUP stands for "Vertical," indicating that it searches vertically (downward) in a table.

SYNTAX

=VLOOKUP(lookup_value,table_array,column_index_num,[range_lookup])

Q1 :- What is the name of the Employee with ID 52718 ?

PERCENTILE ▾ : ✖ ✓ <i>fx</i> =VLOOKUP(A4,A1:E11,2,0)										
A	B	C	D	E	F	G	H	I	J	K
EMPLOYEE ID	Name	Location	Salary	Age						
54164	HIMANSHU	DELHI	12344	23						
54998	SAKSHAM	HONGKONG	14706	30						
52718	SARTHAK	PUNE	15771	33						
52678	AYUSH	PATNA	18894	25						
53754	GAURAV	JAIPUR	18733	46						
53838	CHARU	HARYANA	17257	46						
54940	ASTHA	HYDRABAD	18166	29						
54115	ANNYA	CAPETOWN	13393	36						
54897	VRINDA	DHAKA	13879	23						
53225	PRACHI	BHUTAN	16278	37						
Q1 What is the name of the Employee with ID 52718 ?					=VLOOKUP(A4,A1:E11,2,0)					
					VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])					

ANS. = "SARTHAK"

Q2 :- What is the age of Ayush ?

12					
					=VLOOKUP(B5,B1:E11,4,0)
A	B	C	D	E	
EMPLOYEE ID	Name	Location	Salary	Age	
54164	HIMANSHU	DELHI	12344	23	
54998	SAKSHAM	HONGKONG	14706	30	
52718	SARTHAK	PUNE	15771	33	
52678	AYUSH	PATNA	18894	25	
53754	GAURAV	JAIPUR	18733	46	
53838	CHARU	HARYANA	17257	46	
54940	ASTHA	HYDRABAD	18166	29	
54115	ANNYA	CAPETOWN	13393	36	
54897	VRINDA	DHAKA	13879	23	
53225	PRACHI	BHUTAN	16278	37	
		25			

Q3 :- Return the location of the following employees .

Name	Location
HIMANSHU	=VLOOKUP(C15,\$B\$1:\$C\$11,2,0)
SAKSHAM	=VLOOKUP(C16,\$B\$1:\$C\$11,2,0)
GAURAV	=VLOOKUP(C17,\$B\$1:\$C\$11,2,0)
CHARU	=VLOOKUP(C18,\$B\$1:\$C\$11,2,0)
ASTHA	=VLOOKUP(C19,\$B\$1:\$C\$11,2,0)

A	B	C	D	E
EMPLOYEE ID	Name	Location	Salary	Age
54164	HIMANSHU	DELHI	12344	23
54998	SAKSHAM	HONGKONG	14706	30
52718	SARTHAK	PUNE	15771	33
52678	AYUSH	PATNA	18894	25
53754	GAURAV	JAIPUR	18733	46
53838	CHARU	HARYANA	17257	46
54940	ASTHA	HYDRABAD	18166	29
54115	ANNYA	CAPETOWN	13393	36
54897	VRINDA	DHAKA	13879	23
53225	PRACHI	BHUTAN	16278	37
Q3 Return the location of following employees .				
		Name	Location	
		HIMANSHU	DELHI	
		SAKSHAM	HONGKONG	
		GAURAV	JAIPUR	
		CHARU	HARYANA	
		ASTHA	HYDRABAD	

ASSIGNMENT:- 2

VL00KUP + IF FUNCTION

IF FUNCTION

The IF function is a logical function in Excel that compares a value to an expected value and returns a result based on whether the comparison is true or false.

Syntax

=IF(Logical_test,[value_if_true],[value_if_false])

Q1:- Using VLOOKUP + IF Function, check the availability of products.

SYNTAX

=VLOOKUP (lookup_value, table_array, col_index_num, [range_lookup]).

J	K
PRODUCT	AVAILABLE QYT.
A	=IF(VLOOKUP(J2,\$G\$1:\$H\$11,2,0)>0,"AVAILABLE","NOT AVALIABLE")
E	=IF(VLOOKUP(J3,\$G\$1:\$H\$11,2,0)>0,"AVAILABLE","NOT AVALIABLE")
I	=IF(VLOOKUP(J4,\$G\$1:\$H\$11,2,0)>0,"AVAILABLE","NOT AVALIABLE")
D	=IF(VLOOKUP(J5,\$G\$1:\$H\$11,2,0)>0,"AVAILABLE","NOT AVALIABLE")
B	=IF(VLOOKUP(J6,\$G\$1:\$H\$11,2,0)>0,"AVAILABLE","NOT AVALIABLE")

J	K
PRODUCT	AVAILABLE QYT.
A	AVAILABLE
E	AVAILABLE
I	AVAILABLE
D	NOT AVALIABLE
B	AVAILABLE

Q2:- Using Day and Time, find out the Subject name with vlookup + match function.

11							
	A	B	C	D	E	F	G
				TIME TABLE			
	DAY ↓ / TIME →	09:00:00	10:00:00	11:00:00	12:00:00	01:00:00	02:00:00
	MONDAY	HINDI	SCIENCE	MATH	HINDI	PT	ENGLISH
	TUESDAY	SCIENCE	HINDI	MATH	ENGLISH	PT	SCIENCE
	WEDNESDAY	MATH	SCIENCE	HINDI	PT	ENGLISH	SST
	THURSDAY	ENGLISH	HINDI	SCIENCE	MATH	SST	PT
	FRIDAY	SST	SCIENCE	PT	HINDI	MATH	MATH
		DAY	MONDAY				
		TIME	11:00 AM				
		SUBJECT	MATH				

1							
	A	B	C	D	E	F	G
				TIME TABLE			
	DAY ↓ / TIME →	09:00:00	10:00:00	11:00:00	12:00:00	01:00:00	02:00:00
	MONDAY	HINDI	SCIENCE	MATH	HINDI	PT	ENGLISH
	TUESDAY	SCIENCE	HINDI	MATH	ENGLISH	PT	SCIENCE
	WEDNESDAY	MATH	SCIENCE	HINDI	PT	ENGLISH	SST
	THURSDAY	ENGLISH	HINDI	SCIENCE	MATH	SST	PT
	FRIDAY	SST	SCIENCE	PT	HINDI	MATH	MATH
		DAY	TUESDAY				
		TIME	02:00:00				
		SUBJECT	SCIENCE				

ASSIGNMENT:- 4

HLOOKUP + MATCH FUNCTION

HLOOKUP FUNCTION

HLOOKUP stands for Horizontal Lookup.

The HLOOKUP function in Excel searches for a value in a table's top row and returns a value from a specified row in the same column.

SYNTAX

=HLOOKUP(lookup_value,table_array,row_index_number,[range_lookup])

Q1:- Show the department of the employees using their name with “HLOOKUP Function”

A	B	C	D	E	F	G	H	I	J	K
EMPLOYEE ID	101	102	103	104	105	106	107	108	109	110
EMPLOYEE NAME	HIMANSHU	SAKSHAM	SARTHAK	AYUSH	GAURAV	CHARU	ASTHA	ANNYA	VRINDA	PRACHI
DEPARTMENT	HR	MARKETING	IT	FINANCE	HR	MARKETING	IT	FINANCE	HR	MARKETING
SALARY	52267	53137	51637	58713	54239	52040	52207	55714	54782	54233
BONUS	4373	3390	4099	2424	4236	4768	3494	4984	3737	3834
TOTAL PAY	56640	56527	55736	61137	58475	56808	55701	60698	58519	58067

EMPLOYEE NAME	DEPARTMENT
=B2	=HLOOKUP(B12,\$A\$2:\$K\$6,2,0)
AYUSH	=HLOOKUP(B13,\$A\$2:\$K\$6,2,0)
ASTHA	=HLOOKUP(B14,\$A\$2:\$K\$6,2,0)
CHARU	=HLOOKUP(B15,\$A\$2:\$K\$6,2,0)

EMPLOYEE NAME	DEPARTMENT
HIMANSHU	HR
AYUSH	FINANCE
ASTHA	IT
CHARU	MARKETING

MATCH FUNCTION

The MATCH function in Excel finds a value in a range of cells and returns its relative position. It can be used to find the row or column number of a value.

SYNTAX

=MATCH(lookup_value, lookup_array, [match_type])

Q2:- Find the total pay of the departments using the “HLOOKUP and MATCH FUNCTION”

DEPARTMENT	TOTAL PAY
=HLOOKUP(B2,A2:K6,2,0)	=HLOOKUP(B19,\$B\$3:\$K\$6,MATCH(\$A\$6,\$A\$3:\$A\$6,0),FALSE)
MARKETING	=HLOOKUP(B20,\$B\$3:\$K\$6,MATCH(\$A\$6,\$A\$3:\$A\$6,0),FALSE)
=D3	=HLOOKUP(B21,\$B\$3:\$K\$6,MATCH(\$A\$6,\$A\$3:\$A\$6,0),FALSE)

DEPARTMENT	TOTAL PAY
HR	56640
MARKETING	56527
IT	55736

Q3:- Find the department of the different EMAIL IDs using “HLOOKUP and MATCH FUNCTION” .

EMPLOYEE ID	DEPARTMENT
101	=HLOOKUP(F12,\$A\$1:\$K\$3,MATCH(\$G\$11,\$A\$1:\$A\$3,0))
104	=HLOOKUP(F13,\$A\$1:\$K\$3,MATCH(\$G\$11,\$A\$1:\$A\$3,0))
102	=HLOOKUP(F14,\$A\$1:\$K\$3,MATCH(\$G\$11,\$A\$1:\$A\$3,0))
109	=HLOOKUP(F15,\$A\$1:\$K\$3,MATCH(\$G\$11,\$A\$1:\$A\$3,0))

EMPLOYEE ID	DEPARTMENT
101	HR
104	FINANCE
102	MARKETING
109	HR

ASSIGNMENT:- 5

INDEX + MATCH FUNCTION

INDEX FUNCTION

The INDEX function in Excel returns a value or reference to a cell within a range or table.

SYNTAX

INDEX(array, row_num, [column_num])

Q1:- Return the sales of the Year 2019,2020, and 2021 of 7th row number .

=INDEX(\$A\$2:\$E\$12,7,4)				
A	B	C	D	E
EMPLOYEE ID	EMP. NAME	SALES 2019	SALES 2020	SALES 2021
S001	HIMANSHU	190549	841005	963876
S002	SAKSHAM	250719	446867	805803
S003	SARTHAK	218724	755023	797044
S004	AYUSH	237234	538490	820632
S005	GAURAV	242799	670213	818403
S006	CHARU	201406	348028	978332
S007	ASTHA	215952	438532	696948
S008	ANNYA	232009	698319	894848
S009	VRINDA	251141	687777	748582
S010	PRACHI	257583	707346	989933

=D2	=INDEX(\$A\$2:\$E\$12,7,4)
=D2	=INDEX(\$A\$2:\$E\$12,7,3)
=E2	=INDEX(\$A\$2:\$E\$12,7,5)

	G	H
	SALES 2020	348028
	SALES 2020	201406
	SALES 2021	978332

Match function

The MATCH function in Excel finds the location of a value in a range of cells. It returns the position of the value relative to the range.

Syntax

=MATCH(lookup_value, lookup_array, [match_type]).

Q2:- Return the sales of the years 2019,2020,2021 with the name using “INDEX AND MATCH FUNCTION” .

SALES	HIMANSHU
SALES 2019	190549
SALES 2020	841005
SALES 2021	963876

SALES	=B3
=C2	=INDEX(\$A\$2:\$E\$12,MATCH(\$K\$4,\$B\$2:\$B\$12,0),MATCH(J5,\$A\$2:\$E\$2,0))
=D2	=INDEX(\$A\$2:\$E\$12,MATCH(\$K\$4,\$B\$2:\$B\$12,0),MATCH(J6,\$A\$2:\$E\$2,0))
=E2	=INDEX(\$A\$2:\$E\$12,MATCH(\$K\$4,\$B\$2:\$B\$12,0),MATCH(J7,\$A\$2:\$E\$2,0))

ASSIGNMENT: 6

CORRELATION

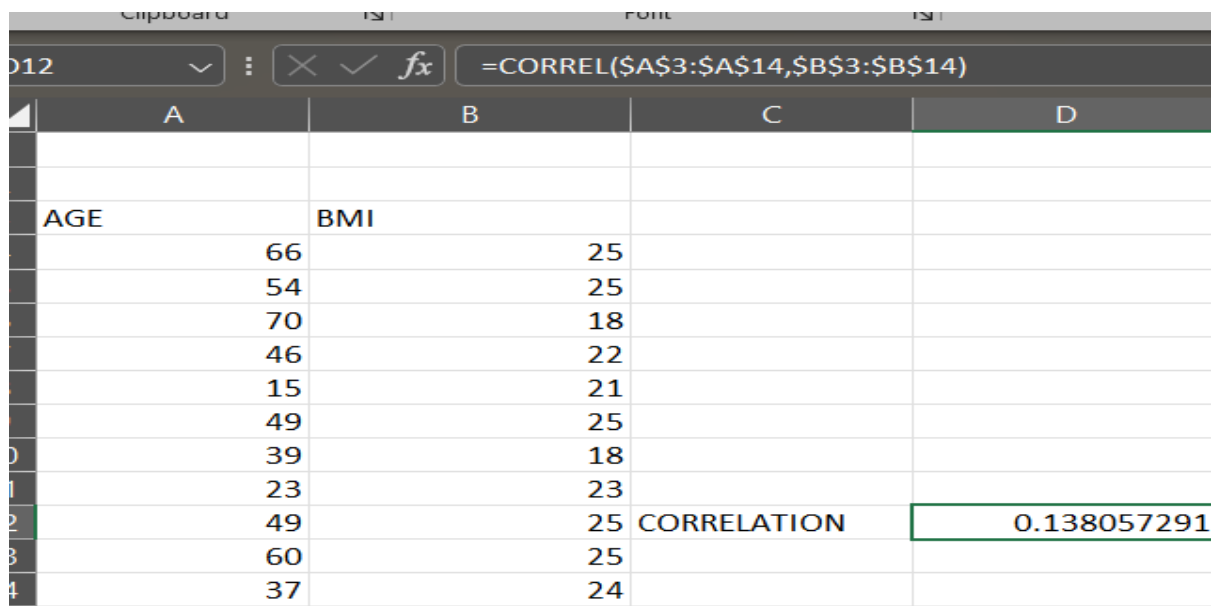
CORRELATION

- Correlation in Excel is a statistical measure that shows the relationship between two or more variables.
- The correlation coefficient ranges from -1 to 1.
- A correlation coefficient of 1 indicates a perfect positive correlation, meaning that the variables increase at the same rate.
- A correlation coefficient of -1 indicates a perfect negative correlation, meaning that one variable increases while the other variable decreases at the same rate.
- A correlation coefficient of 0 indicates no relationship between the variables.
- In Excel, CORREL Function is used to calculate the correlation coefficient between two cell ranges.

SYNTAX

=CORREL(array1,array2)

Q1:- Find the correlation between the AGE and BMI.

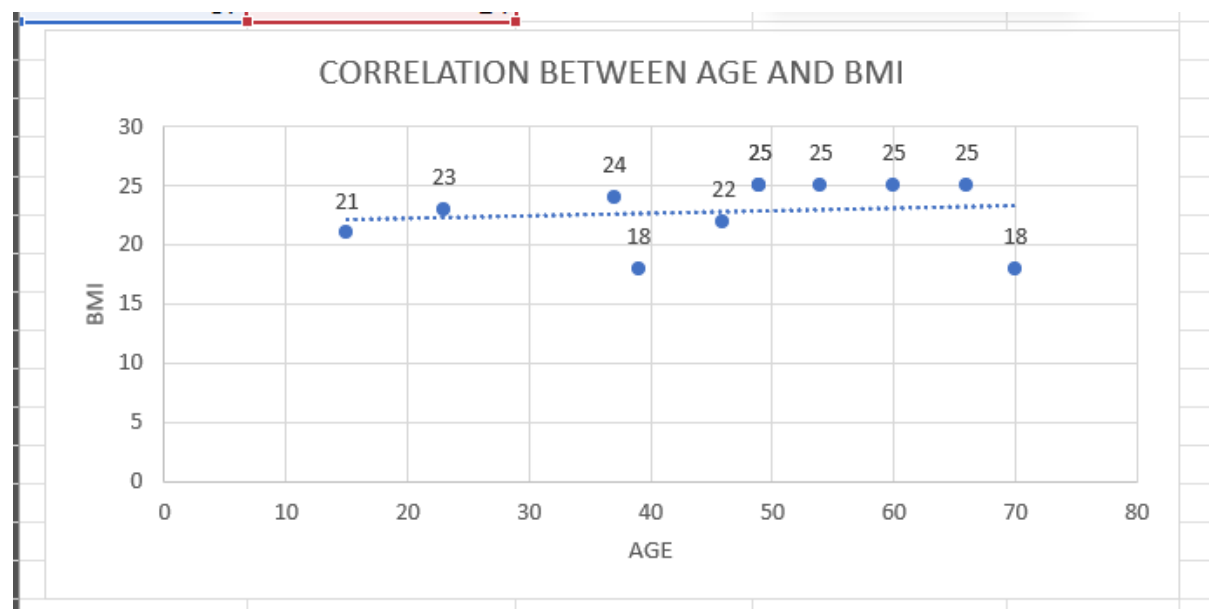


The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
	AGE	BMI		
	66	25		
	54	25		
	70	18		
	46	22		
	15	21		
	49	25		
	39	18		
	23	23		
	49	25	CORRELATION	0.138057291
	60	25		
	37	24		

The formula bar shows the formula: =CORREL(\$A\$3:\$A\$14,\$B\$3:\$B\$14)

AGE	BMI			AGE
66	25			BMI
54	25			
70	18			
46	22			
15	21			
49	25			
39	18			
23	23			
49	25	CORRELATION	=CORREL(\$A\$3:\$A\$14,\$B\$3:\$B\$14)	
60	25			
37	24			



ASSIGNMENT :- 7

(REGRESSION)

REGRESSION

Regression analysis is a statistical method that analyses the relationship between variables in a data set. It's used to predict or explain how one variable changes based on another variable.

Output of Regression

1. **Multiple R.** This is the correlation coefficient . It tells you how strong the linear relationship is. For example, a value of 1 means a perfect positive relationship and a value of zero means no relationship at all. It is the square root of r squared .
2. **R squared.** This is r^2 , the Coefficient of determination . It tells you how many points fall on the regression line. for example, 80% means that 80% of the variation of y-values around the mean are explained by the x-values. In other words, 80% of the values fit the model.
3. **Adjusted R Square** The adjusted R-square adjusts for the number of terms in a model.
4. **Standard Error of Regression:** An estimate of the standard deviation of the error μ . This is *not* the same as the Standard Error in descriptive statistics. The standard error of the regression is the precision that the regression coefficient is measured; if the coefficient is large compared to the standard error , then the coefficient is probably different from 0.
5. **Observations.** Number of observations in the sample .

CORREL FUNCTION

=CORREL(B3:B21,C3:C21)

INTERSEPT FUNCTION

=INTERCEPT(B3:B21,C3:C21)

Linear Regression

When there is one independent variable and one dependent variable or data set, we perform linear regression.

20 years mortgage		Assignment :- 7 (regression)		Q1 :- Linear Regression
Year	Int. rate	Median Home Price		-0.245198835
1988	10.0	171253		
1989	10.0	287083		
1990	10.0	341882		
1991	9.0	216295		
1992	10.0	199840		
1993	10.0	192636		
1994	10.0	194889		
1995	8.0	239558		
1996	7.0	204197		
1997	7.0	330433		
1998	9.0	307017		
1999	7.0	253662		
2000	10.0	157271		
2001	9.0	191869		
2002	10.0	348541		
2003	7.0	338586		
2004	8.0	174743		
2005	8.0	325606		

Multiple regression

multiple regression is a statistical technique that analyzes the relationship between one dependent variable and two or more independent variables to make predictions or understand how different factors influence a specific outcome.

Q2		multiple regression	
Home work Score(X1)	no. of hour studied(X2)	test score (Y)	
57	3	65	
98	7	87	
95	9	98	
80	5	72	
86	6	82	
0	1	25	
46	2	50	

SUMMARY OUTPUT									
Regression Statistics									
Multiple R	0.990063								
R Square	0.980225								
Adjusted R Square	0.970338								
Standard Error	4.250019								
Observations	7								
ANOVA									
	df	SS	MS	F	Significance F				
Regression	2	3581.463637	1790.732	99.13997204	0.000391				
Residual	4	72.25064852	18.06266						
Total	6	3653.714286							
	Coefficients	Standard Error	t Stat	P-value	Lower 95%	Upper 95%	Lower 95.0%	Upper 95.0%	
Intercept	23.48325	3.664782036	6.407817	0.003047145	13.30819	33.65832	13.30818755	33.65832	
Home work Score(X1)	0.442585	0.115465876	3.833035	0.018569813	0.122	0.763169	0.122000025	0.763169	
no. of hour studied(X2)	3.33767	1.403028703	2.378903	0.076079977	-0.55776	7.233102	-0.557762579	7.233102	

ASSIGNMENT :- 8

(WHAT IF ANALYSIS)

WHAT IF ANALYSIS

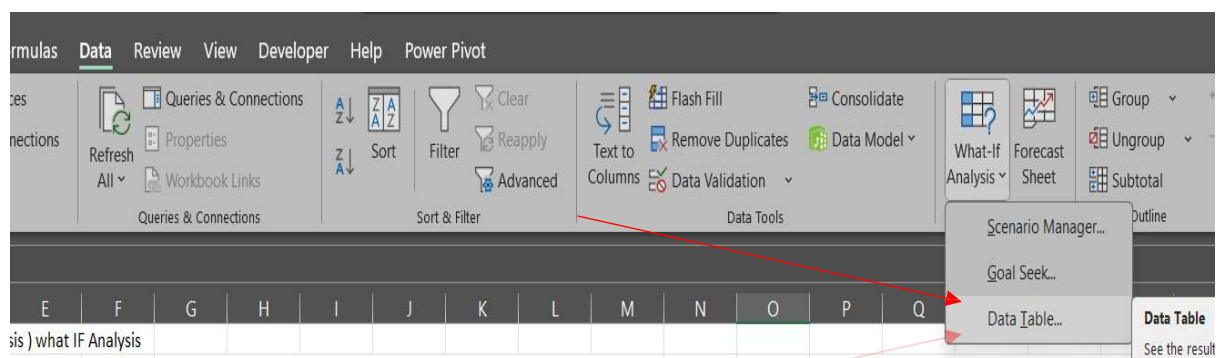
What-if analysis in Excel is a way to experiment with different values in a spreadsheet to see how they affect the results.

STEPS TO APPLY

1. Choose your variables
2. Select the What-if Analysis tool under the Data tab
3. Choose the tool you want to use, such as Scenario Manager or Data Tables
4. Enter the variables for your scenario
5. Enter the desired change for each cell
6. Hit “OK” when complete

Application if What IF Analysis

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Assignment :- 8 (sensitivity analysis) what IF Analysis													
	Sales Unit	2000		SALES UNIT	1320000	45	55	65	75	85	95	105	
	Unit price	55			100								
	Month	12			200								
	Amount	1320000			300								
					400								
					500								
					600								
					700								
					800								
					900								



Get & Transform Data | Queries & Connections

Formula Bar: =C6

Assignment :- 8 (sensitivity analysis)

Sales Unit	2000
Unit price	55
Month	12
Amount	1320000

Data Table Dialog Box:

Row input cell: $\$C\4

Column input cell: $\$C\3

Buttons: OK, Cancel

/sis) what IF Analysis								
SALES UNIT	SALE SUNIT PRICE							
	1320000	45	55	65	75	85	95	105
	100	54000	66000	78000	90000	102000	114000	126000
	200	108000	132000	156000	180000	204000	228000	252000
	300	162000	198000	234000	270000	306000	342000	378000
	400	216000	264000	312000	360000	408000	456000	504000
	500	270000	330000	390000	450000	510000	570000	630000
	600	324000	396000	468000	540000	612000	684000	756000
	700	378000	462000	546000	630000	714000	798000	882000
	800	432000	528000	624000	720000	816000	912000	1008000
	900	486000	594000	702000	810000	918000	1026000	1134000

2.

		QYT.						
QYT.	500	PRICE	1500	300	400	500	600	700
PRICE	5		3	540	720	900	1080	1260
GM	60%		4	720	960	1200	1440	1680
PROFIT	1500		5	900	1200	1500	1800	2100
			6	1080	1440	1800	2160	2520
			7	1260	1680	2100	2520	2940
			8	1440	1920	2400	2880	3360

ASSIGNMENT :- 9

(DYNAMIC CHARTS)

DYNAMIC CHARTS

Dynamic charts in Excel are charts that automatically update when the data they display changes. They can be used to visualize data that changes over time, such as sales data , stock prices , etc .

STEPS TO CREATE DYNAMIC CHARTS

1. Click on an empty cell on your datasheet
2. Go to the Insert tab
3. Select Chart
4. Select 2D Charts
5. Click on the border of the chart
6. Go to Chart Design
7. Select Data
8. Select the data range
9. Click on OK

FILTER FUNCTION

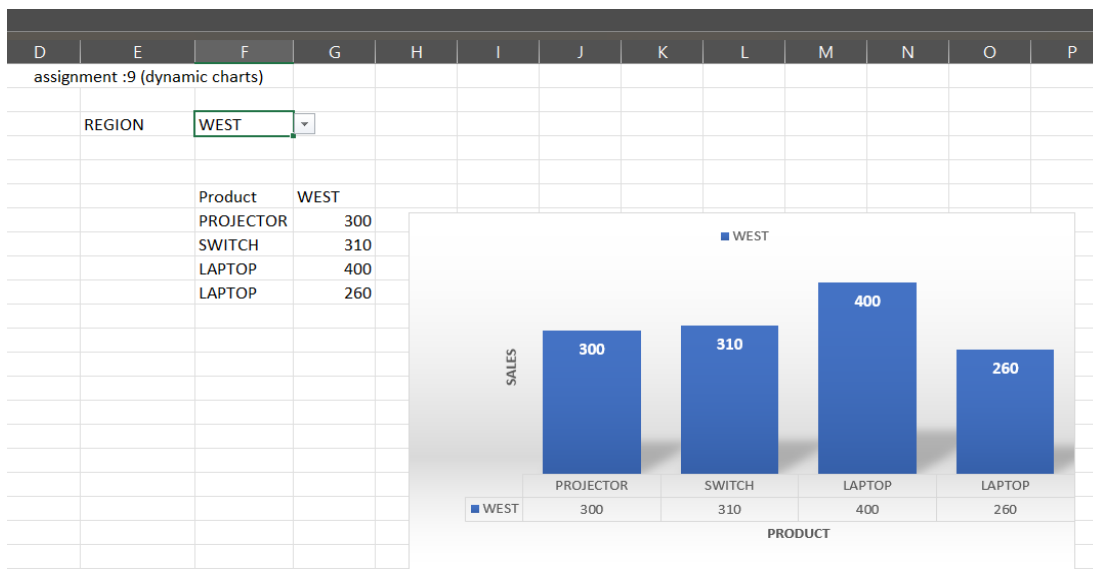
The FILTER function in Excel allows you to filter data in a range or table based on specific conditions. It's a useful tool for analysing and reporting data.

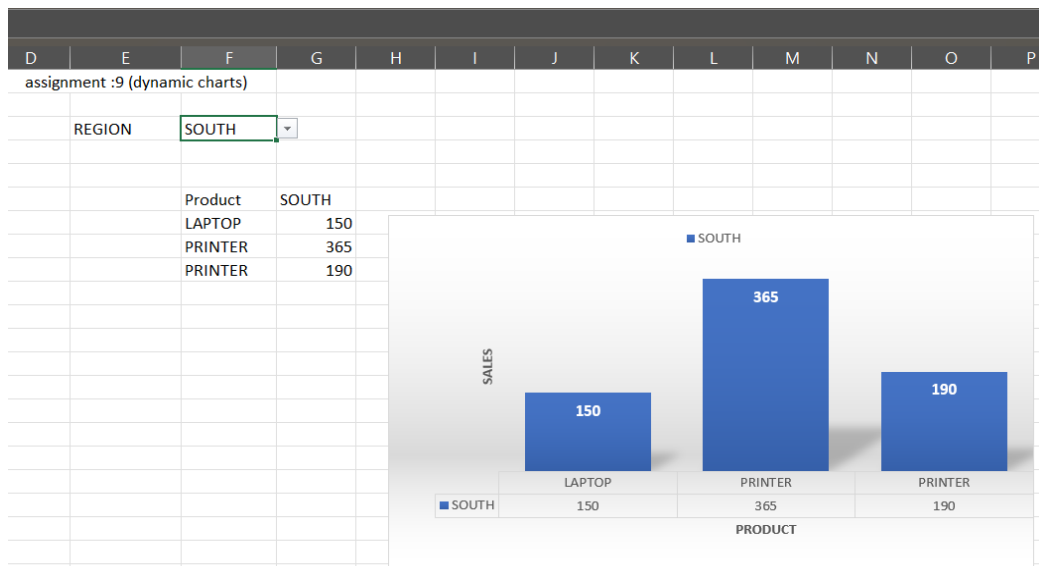
SYNTAX

=FILTER(array ,include[if _empty])

Q1:- Represent the “**product name**” with their “**sales**” using Filter function .
And also represent DYNAMIC CHARTS. (REGION :- WEST AND SOUTH)

=FILTER(B2:C18,A2:A18=F3)					
Formula Bar	D	E	F	G	
assignment :9 (dynamic charts)					
Sales		REGION	WEST		
120					
300					
250					
150			Product	WEST	
210			PROJECTOR	300	
65			SWITCH	310	
310			LAPTOP	400	
365			LAPTOP	260	
122					



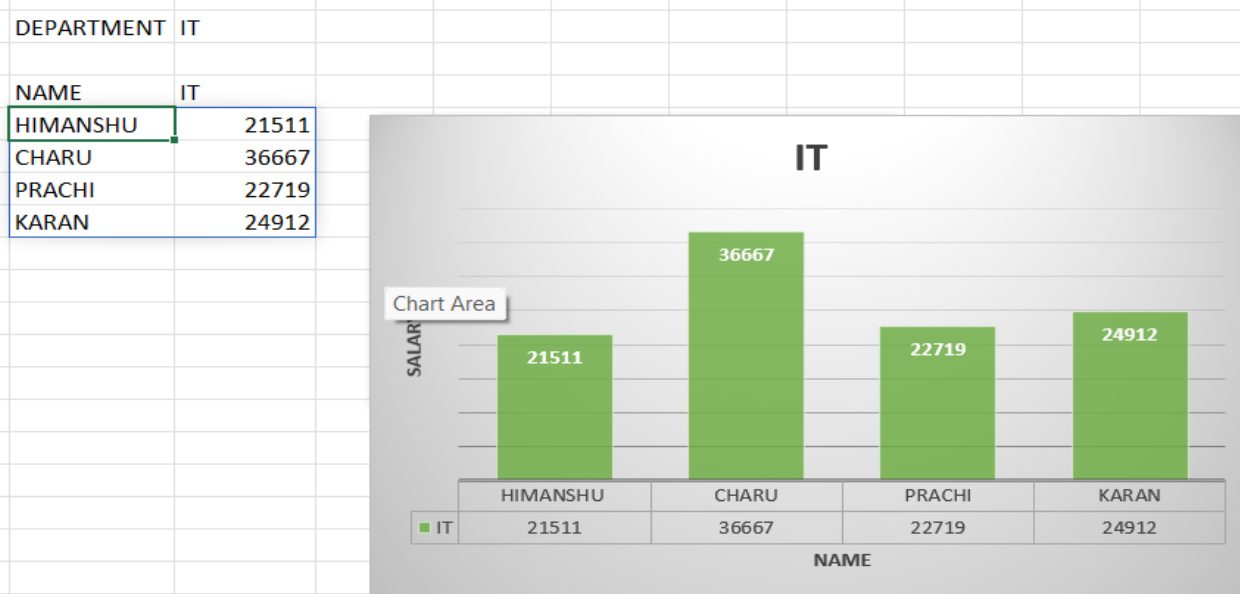
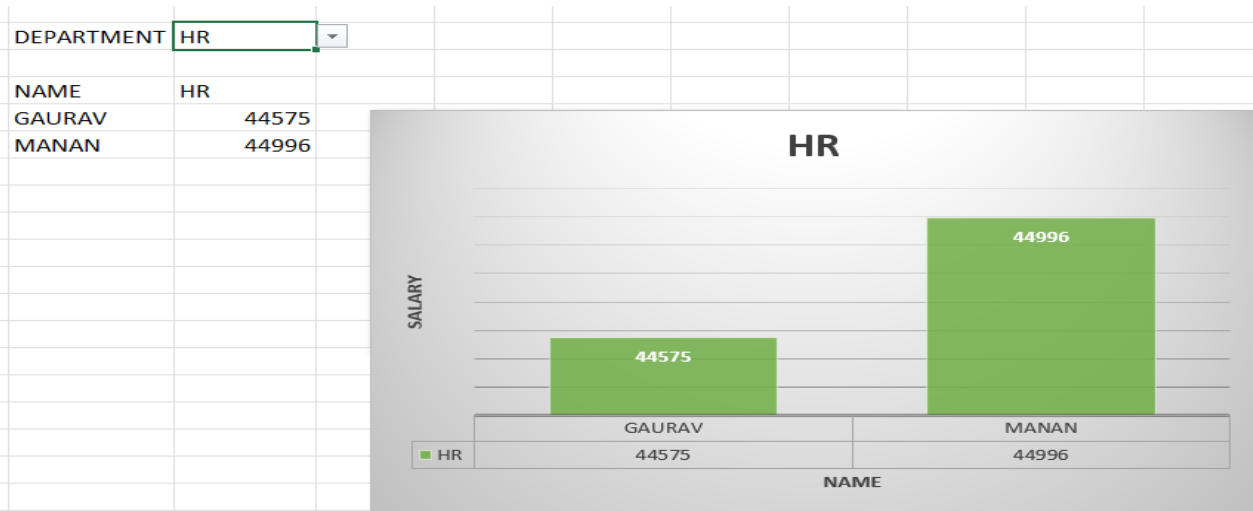


Q2 :- Represent the “**name**” with their “**salary**” using Filter function . And also represent DYNAMIC CHARTS. (Department :- IT , SALES , HR)

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`=FILTER(B24:C42,A24:A42=F25)`

A	B	C	D	E	F
	Q2:				
DEPARTMENT	NAME	SALARY		DEPARTMENT	IT
IT	HIMANSHU	21511			
FINANCE	SAKSHAM	27981			
SALES	SARTHAK	34147		NAME	IT
PROCUREMENT	AYUSH	49358		HIMANSHU	21511
HR	GAURAV	44575		CHARU	36667
IT	CHARU	36667		PRACHI	22719
SALES	ASTHA	26874		KARAN	24912
FINANCE	ANNYA	39184			
PROCUREMENT	VRINDA	44691			
IT	PRACHI	22719			



ASSIGNMENT :- 10

(WATERFALL CHARTS)

WATERFALL CHARTS

A waterfall chart is a data visualization technique that shows how an initial value is affected by a series of positive and negative values.

STEPS TO CREATE IT :-

1. Select your data series, which should include a starting value, end value, and any incremental changes.
2. Go to the Insert tab.
3. In the Charts command group, click the Waterfall chart dropdown.
4. Excel will insert the chart on the spreadsheet with your data.

Q1:- Create waterfall chart of Profit and Loss Statement of a company .

A	B	C	D
		ASSIGNMENT :- 10	
PROFIT AND LOSS OF COMPANY			
NET CASH FLOW			
INITIAL BAL.	8000		
JANUARY	-2000		
FEBRUARY	2500		
MARCH	1500		
APRIL	-1000		
MAY	2500		
JUNE	-1000		
JULY	3500		
AUGUST	900		
SEPTEMBER	-2000		
OCTOBER	-3000		
NOVEMBER	4500		
DECEMBER	1000		
TOTAL	14400		



ASSIGNMENT :- 11

(NOW AND THEN ANALYSIS)

NOW AND THEN ANALYSIS

A "Now and Then" analysis in Excel, also known as a trend analysis, involves comparing current data to historical data to identify patterns and forecast future growth by using functions like "TREND" or by visually adding trendlines to charts .

Trend Analysis

Trend analysis in Excel is a way to use past data to predict future patterns .

Syntax

=TREND(known_y_values, [known_x_values], [new_x_values], [const])

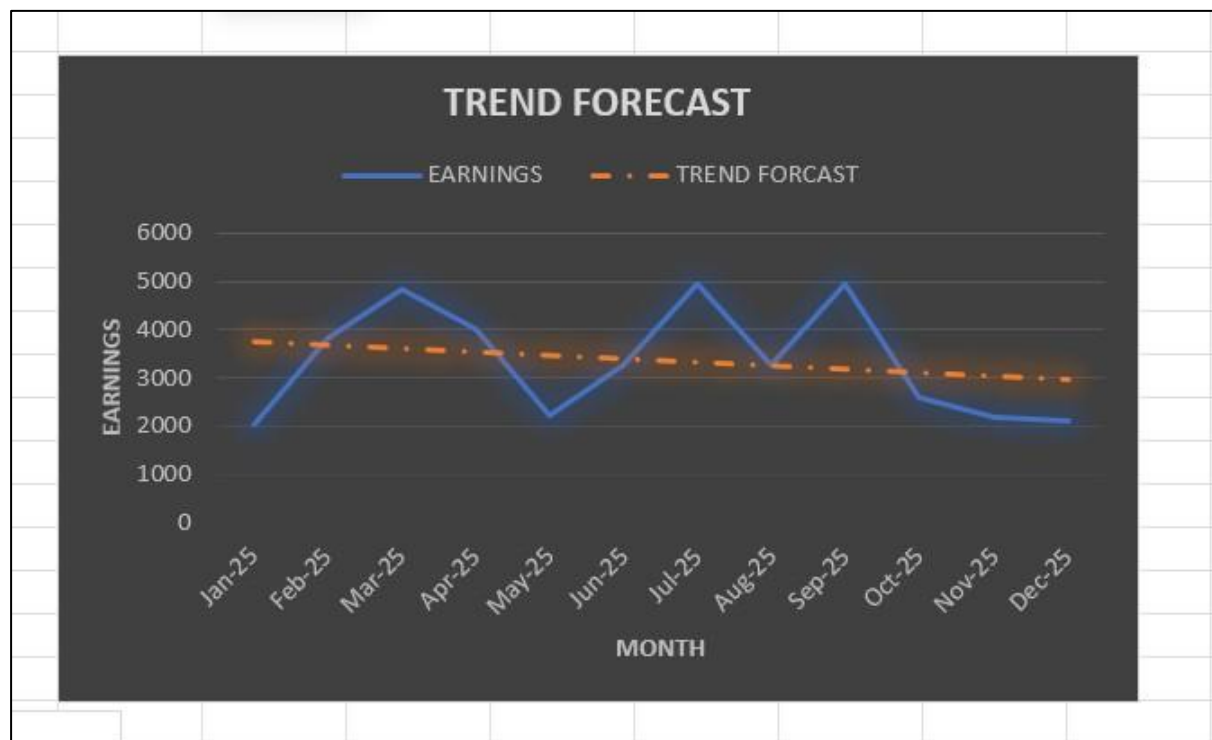
Growth Analysis

=GROWTH(known_y's, [known_x's], [new_x's])

Q1 :- Calculate the trend and growth forecast using earnings .

Assignment:- 11 NOW AND THEN ANALYSIS			
MONTH	EARNINGS	TREND FORECAST	GROWTH FORECAST
Jan-25	2036.8	3745.607051	3592.379354
Feb-25	3837.76	3675.483345	3513.819538
Mar-25	4845.44	3605.359639	3436.977705
Apr-25	4009.28	3535.235932	3361.816284
May-25	2229.76	3465.112226	3288.298529
Jun-25	3265.56	3394.98852	3216.388493
Jul-25	4956.56	3324.864814	3146.05102
Aug-25	3268.46	3254.741107	3077.251719
Sep-25	4956.37	3184.617401	3009.956953
Oct-25	2596.63	3114.493695	2944.13382
Nov-25	2196.56	3044.369988	2879.750138
Dec-25	2119.94	2974.246282	2816.774428

TREND FORECAST



GROWTH FORECAST



ASSIGNMENT :- 12

(SENSITIVITY ANALYSIS)

SENSITIVITY ANALYSIS

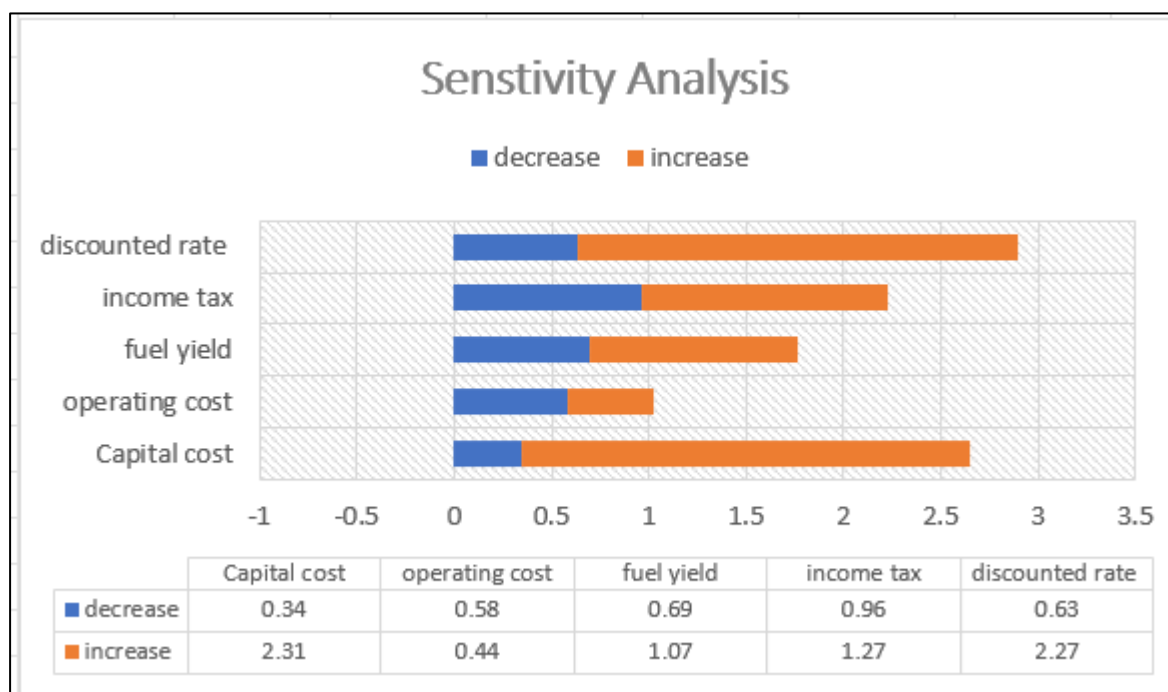
	ASSIGNMENT :- 12 SENSITIVITY ANALYSIS				
	min.	actual	max	decrease	increase
Capital cost	2.4	2.74	5.05	0.34	2.31
operating cost	2.16	2.74	3.18	0.58	0.44
fuel yield	2.05	2.74	3.81	0.69	1.07
income tax	1.78	2.74	4.01	0.96	1.27
discounted rate	2.11	2.74	5.01	0.63	2.27

For finding out the Decrease column value ,we use the formula

=C3-B3 (Actual column – Min. column)

For finding out the Increase column value ,we use the formula

=D3 -C3 (Max. column – Actual column)



Assignment :- 13

Tornado charts

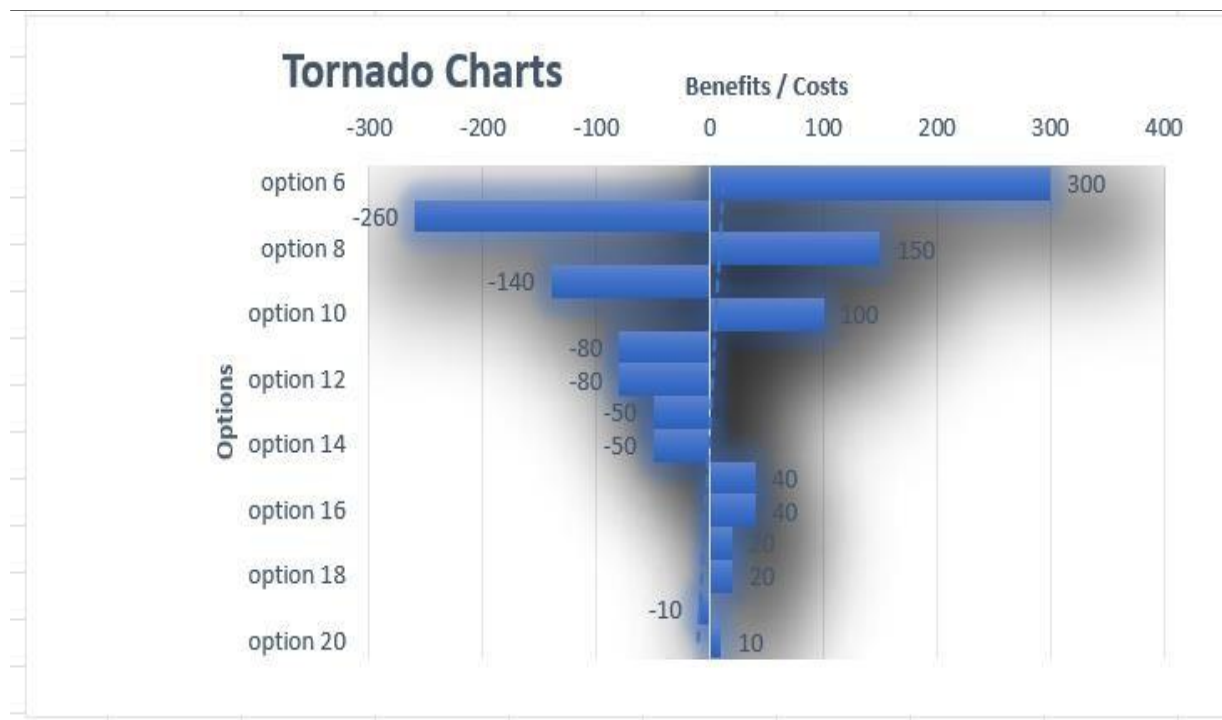
TORNADO CHARTS

A tornado diagram in Excel is a bar chart that shows data in descending order, with the most significant values at the top. This creates an upside-down pyramid or tornado shape.

Steps to create a tornado diagram in Excel

1. Select the data
2. Go to Insert
3. Select Charts
4. Select Insert Column or Bar Chart
5. Select Stacked Bar Chart
6. Right-click on the y-axis
7. Select any bar and go to Formatting
8. Change the series gap and gap width to streamline the data bars
9. Add data labels

tornado Charts		
Options ▾	Benefits/Costs ▾	Priortizer Coloumn ▾
option 6	300	300
option 7	-260	260
option 8	150	150
option 9	-140	140
option 10	100	100
option 11	-80	80
option 12	-80	80
option 13	-50	50
option 14	-50	50
option 15	40	40
option 16	40	40
option 17	20	20
option 18	20	20
option 19	-10	10
option 20	10	10



ASSIGNMENT :- 14

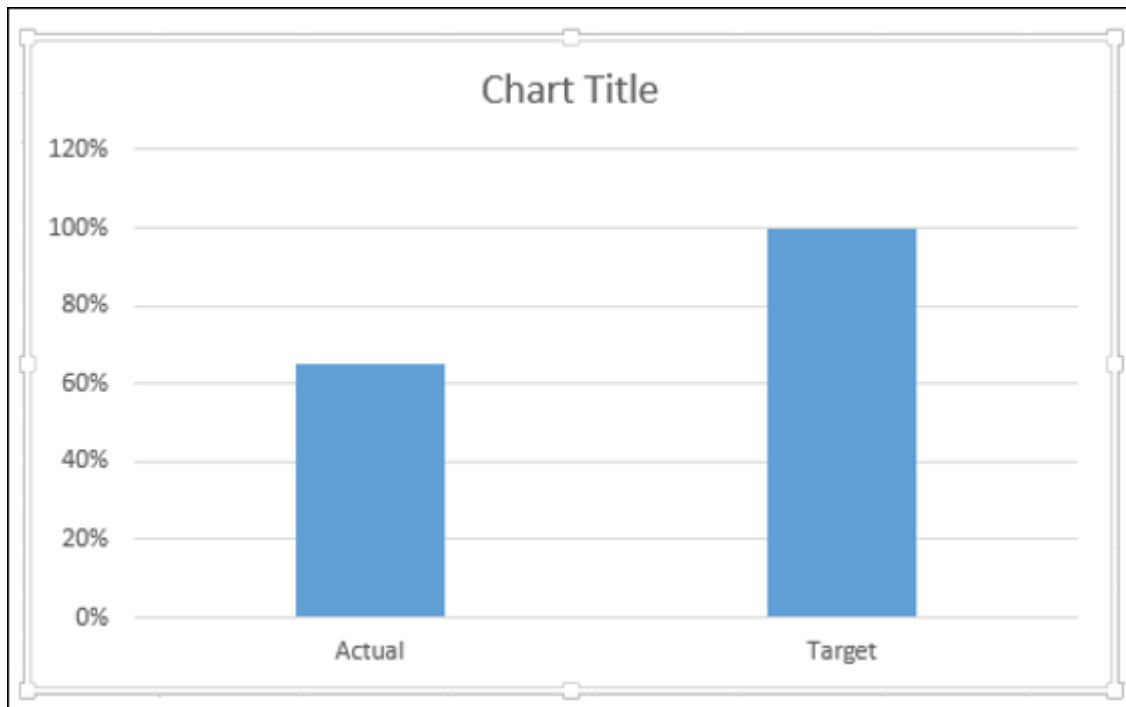
THERMOMETER CHART

Thermometer Chart

To create a thermometer chart in Excel, you can use a clustered column chart and then format it to resemble a thermometer, including adding a shape for the bulb .

Step 1 – Select the data.

Step 2 – Insert a Clustered Column chart.

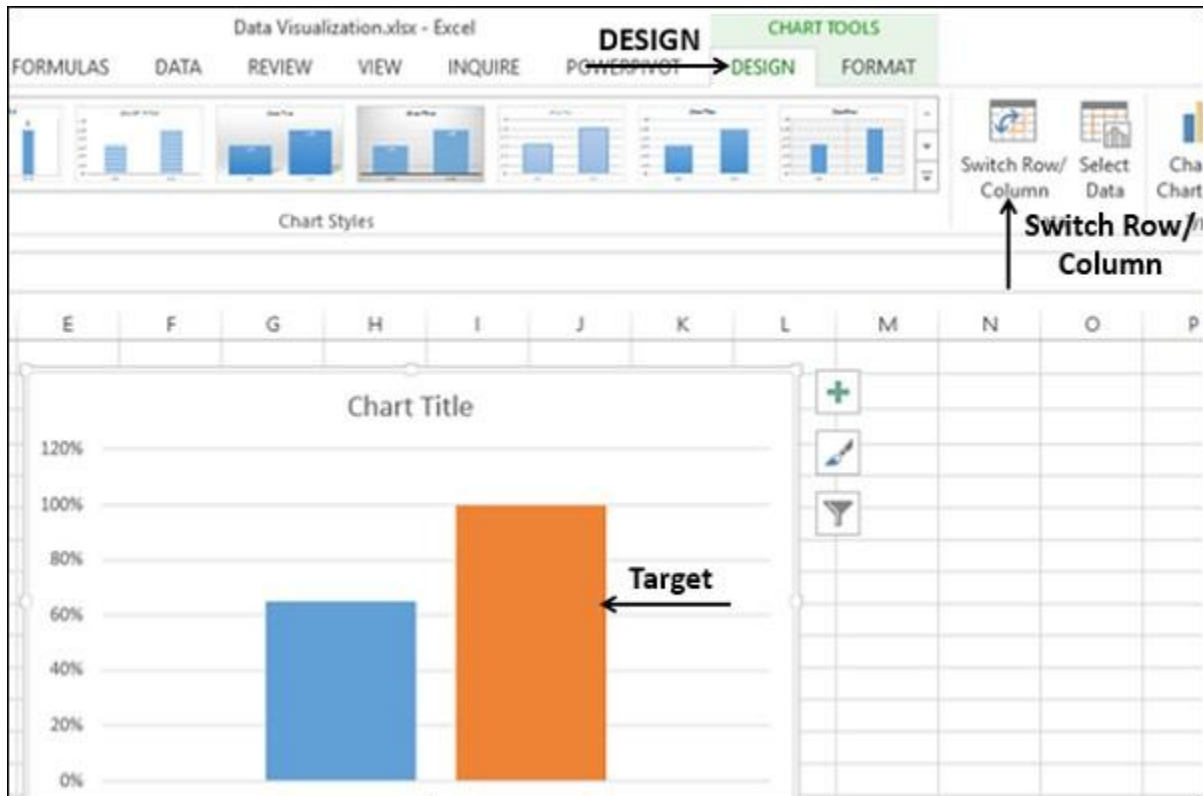


As you can see, the right Column is Target.

Step 3 – Click on a Column in the chart.

Step 4 – Click the DESIGN tab on the Ribbon.

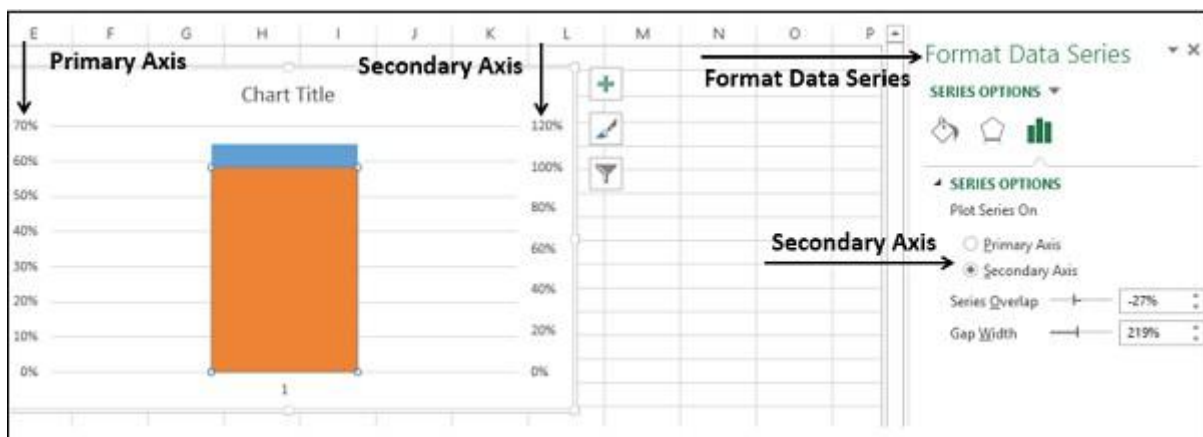
Step 5 – Click the Switch Row/ Column button.



Step 6 – Right click on the Target Column.

Step 7 – Select Format Data Series from the dropdown list.

Step 8 – Click on Secondary Axis under SERIES OPTIONS in the Format Data Series pane.



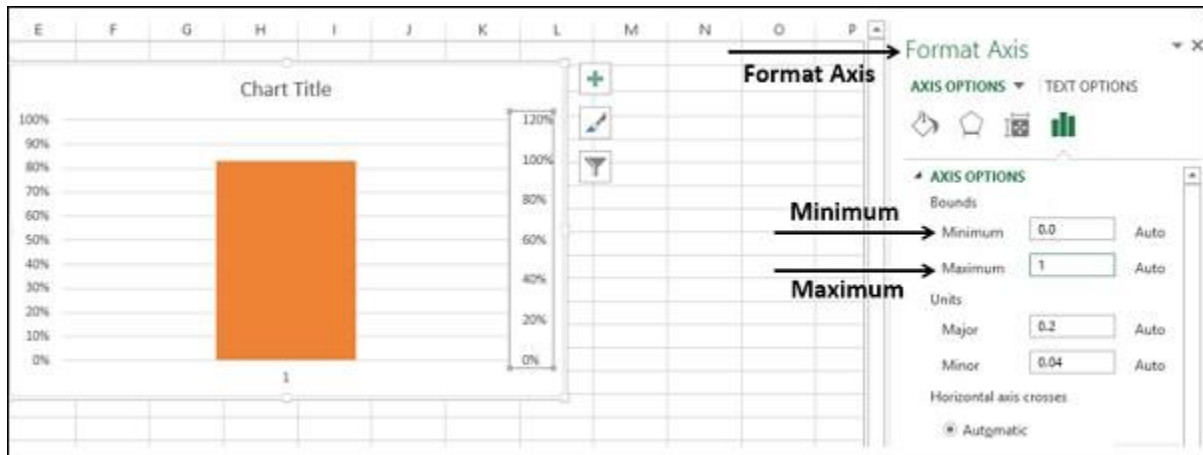
As you can see, the Primary Axis and the Secondary Axis have different ranges.

Step 9 – Right click on the Primary Axis. Select Format Axis from the dropdown list.

Step 10 – Type the following in Bounds under AXIS OPTIONS in the Format Axis pane –

- 0 for Minimum.
- 1 for Maximum.

Repeat the steps given above for the Secondary Axis to change the Bounds to 0 and 1.



Both the Primary Axis and Secondary Axis will be set to 0% - 100%.

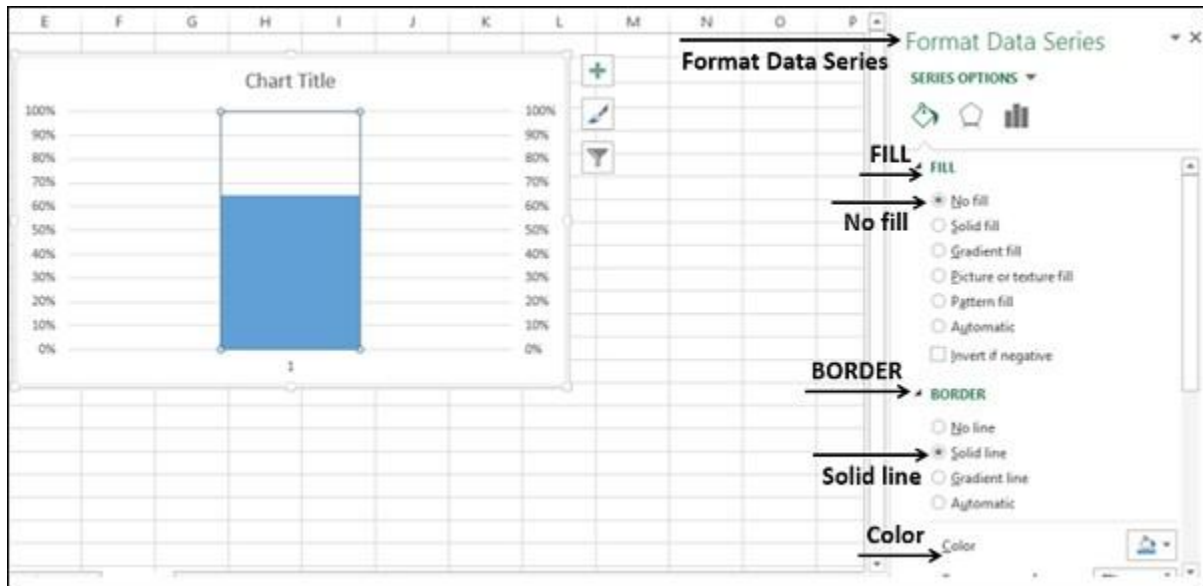
As you can observe, the Target Column hides the Actual Column.

Step 11 – Right click on the visible Column, i.e. Target.

Step 12 – Select Format Data Series from the dropdown list.

In the Format Data Series pane, select the following –

- No fill under the FILL option.
- Solid line under the BORDER option.
- Blue under the Color option.



Step 13 – In Chart Elements, deselect the following –

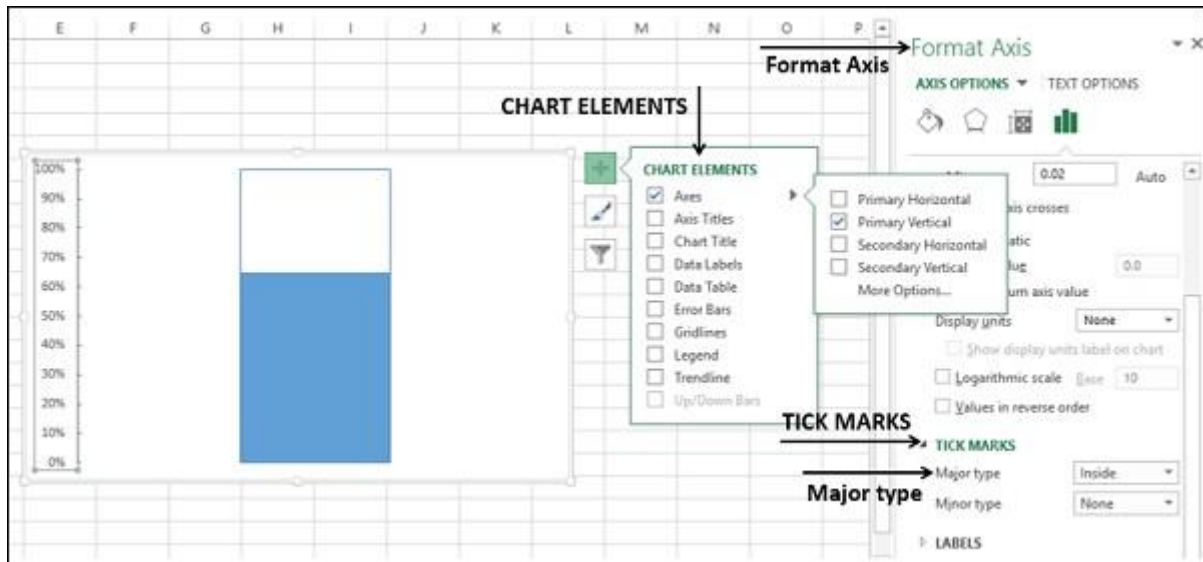
- Axis → Primary Horizontal.
- Axis → Secondary Vertical.
- Gridlines.
- Chart Title.

Step 14 – Right click on the Primary Vertical Axis.

Step 15 – Select Format Axis from the dropdown list.

Step 16 – Click TICK MARKS under the AXIS OPTIONS in the Format Axis pane.

Step 17 – Select the option Inside for Major type.

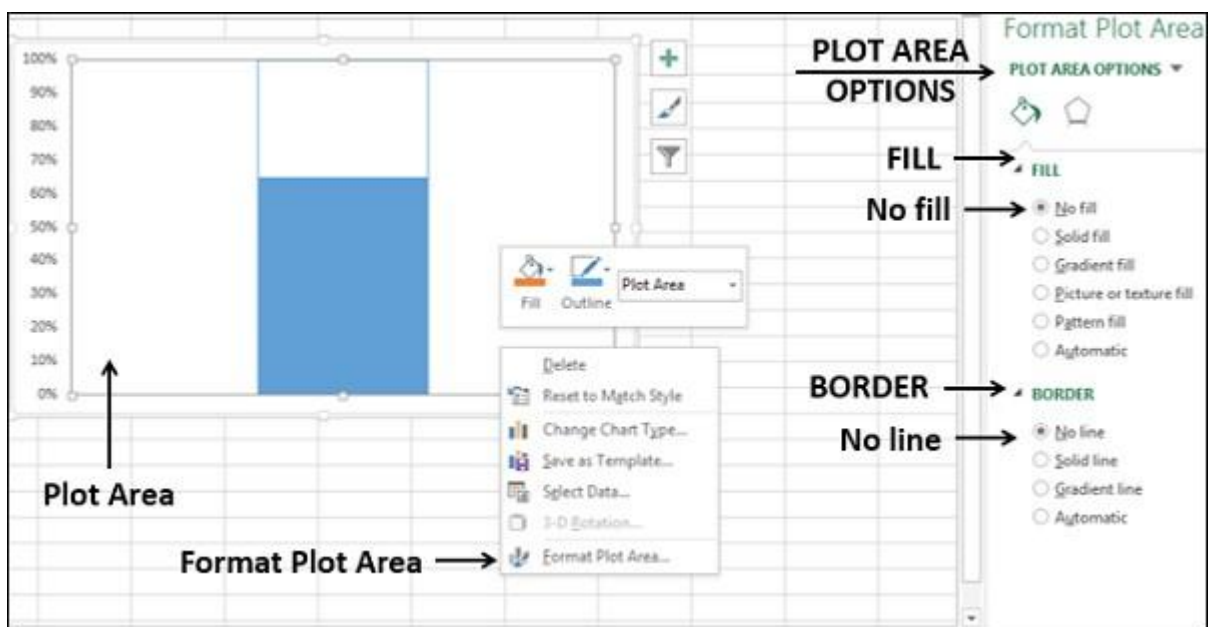


Step 18 – Right click on the Chart Area.

Step 19 – Select Format Plot Area from the dropdown list.

Step 20 – Click Fill & Line in the Format Plot Area pane. Select the following

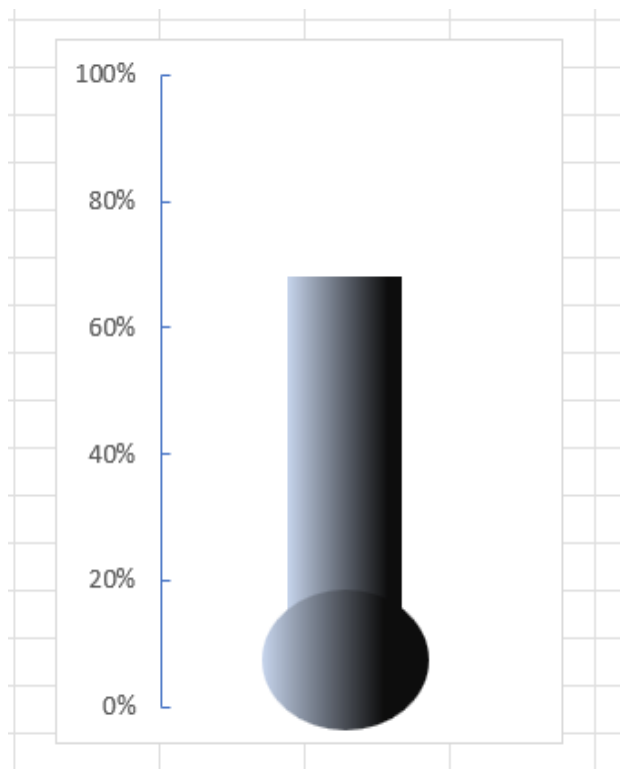
- No fill under the FILL option.
- No line under the BORDER option.



Step 21 – Resize the Chart Area to get the Thermometer shape for the chart.

Step 22 – Add the oval shape at the bottom the bar chart .

Assignment :- 14	
Actual	Target
68%	100%



ASSIGNMENT :- 15

CONDITIONAL FORMATTING AND PIVOT TABLE

Conditional Formatting

Conditional formatting in Excel allows you to automatically highlight or format cells based on specific criteria, making it easy to identify and analyse data.

ITEM	QUANTITY	RATE	AMOUNT
LED	16	2809	44944
RAM	20	5686	113720
LCD	67	527	35309
DVD	60	952	57120
KEYBOARD	41	5164	211724
MOUSE	53	6458	342274
LDD	42	2512	105504
HDD	65	2774	180310
RAM	72	3504	252288
CABINET	59	4282	252638
USB	22	2257	49654
MOUSE	44	3764	165616

Q1:- Highlight cell that contain "keyboard" .

ITEM
LED
RAM
LCD
DVD
KEYBOARD
MOUSE
LDD
HDD
RAM
CABINET
USB
MOUSE

Q2 :- Highlight cells where the rate of an item is below Rs. 2500 .

RATE	Amount
2809	
5686	
527	
952	
5164	
6458	
2512	
2774	
3504	
4282	
2257	
3764	

Q 3:- Highlight cells where the quantity of an item is equal to 60 .

QUANTITY	
16	
20	
67	
60	
41	
53	
42	
65	
72	
59	
22	
44	