



# Laxmi Charitable Trust's Sheth L.U.J College of Arts & Sir M.V. College Of Science & Commerce

## PRACTICAL NO. 1

AIM : Introduction to Excel

- Perform conditional formatting on a dataset using various criteria.
- Create a pivot table to analyze and summarize data.
- Use VLOOKUP function to retrieve information from a different worksheet or table.
- Perform what-if analysis using Goal Seek to determine input values for desired output.

1: Perform conditional formatting on a dataset using various criteria.

Steps: 1. Select the "Salary" column (Column E).

2. Go to the Home tab on the ribbon.

3. Click on "Conditional Formatting" in the toolbar.

4. Choose "Highlight Cells Rules" and then "Greater Than."

5. Enter the threshold value as 60000.

6. Customize the formatting options (e.g., choose a fill color).

7. Click "OK" to apply the rule.

The screenshot shows the Microsoft Excel interface with a dataset. The 'Conditional Formatting' menu is open, and the 'Highlight Cells Rules' option is selected. The 'Greater Than...' rule is being applied to the 'Salary' column. The dataset includes columns for Country, Age, Education, Job Title, Salary, and Purchased. The 'Salary' column is highlighted, and the 'Greater Than...' rule is being applied to it.

	A	B	C	D	E	F	G	H
	Country	Age	Education	Job Title	Salary	Purchased		
1	Canada	54	Master's	Teacher	70977	Yes		
2	USA	24	High School	Accountant	35840	Yes		
3	Australia	22	Bachelor's	Teacher	62837	No		
4	France	19	Master's	Teacher	71577	Yes		
5	Brazil	20	PhD	Nurse	89035	No		
6	France	64	Master's	Nurse	82008	Yes		
7	Japan	19	High School	Doctor	48144	Yes		
8	Canada	49	Bachelor's	Software Engineer	42649	No		
9	UK	61	Master's	Accountant	81479	No		
10	Japan	52	High School	Software Engineer	35417	No		
11	USA	28	High School	Data Analyst	31491	Yes		
12	Japan	43	PhD	Data Analyst	89753	No		
13	Japan	25	Master's	Software Engineer	77444	No		
14	Australia	26	Bachelor's	Mechanical Engineer	67940	No		
15	Canada	53	High School	Teacher	30782	No		
16	Australia	59	PhD	Nurse	115881	No		
17	Canada	24	Bachelor's	Accountant	63897	Yes		
18	India	25	Master's	Data Analyst	62514	No		
19	France	58	PhD	Marketing Manager	90312	Yes		
20	India	62	Bachelor's	Marketing Manager	58939	Yes		
21	UK	34	Master's	Teacher	78331	Yes		
22	UK	52	Bachelor's	Software Engineer	65961	Yes		
23	Australia	47	PhD	Teacher	113785	No		
24	Germany	45	Bachelor's	Marketing Manager	47518	Yes		
25	France	45	Master's	Nurse	70595	Yes		
26	Germany	23	Master's	Nurse	77873	Yes		
27	Japan	18	Bachelor's	Software Engineer	53403	No		
28	USA	57	Bachelor's	Accountant	41660	No		
29	UK	42	Bachelor's	Mechanical Engineer	56930	Yes		
30	India	49	Master's	Data Analyst	85320	No		



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Country	Age	Education	Job Title	Salary	Purchased
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USA	24	High School	Accountant	35840	Yes
Australia	22	Bachelor's	Teacher	62837	No
France	19	Master's	Teacher	71577	Yes
Brazil	20	PhD	Nurse	89035	No
France	64	Master's	Nurse	82008	Yes
Japan	19	High School	Doctor	48144	Yes
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France	45	Master's	Nurse	70595	Yes
Germany	23	Master's	Nurse	77873	Yes
Japan	18	Bachelor's	Software Engineer	53403	No
USA	57	Bachelor's	Accountant	41660	No
UK	42	Bachelor's	Mechanical Engineer	56930	Yes
India	49	Master's	Data Analyst	85320	No
Japan	49	Bachelor's	Doctor	57909	Yes
Australia	64	Master's	Doctor	60486	No

2 : Create a pivot table to analyze and summarize data.

Steps: 1. Select the entire dataset including headers.

2. Go to the "Insert" tab on the ribbon.

3. Click on "PivotTable".

4. Choose where you want to place the PivotTable (e.g., new worksheet).

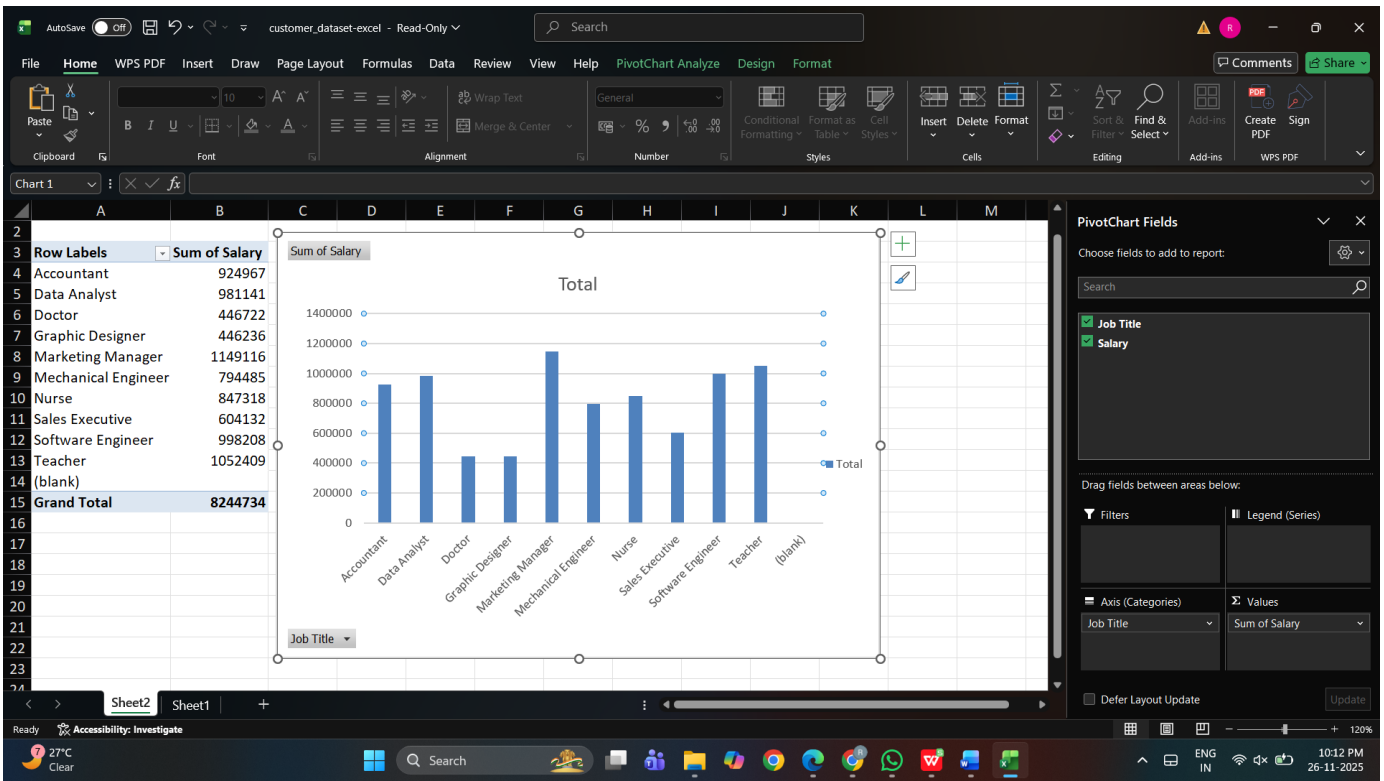
5. Drag "Salary" to the Rows area.

6. Drag "Job Title" to the Values area, choosing the sum function.

Country	Age	Education	Job Title	Salary	Purchased
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3. Use VLOOKUP function to retrieve information from a different worksheet or table.

Steps:

1. Assuming your "Product Table" is in a different worksheet.

2. In a cell in your main dataset, enter the formula: =VLOOKUP("USA", 'Coutry Table'!A:B, 2, FALSE)

	A	B	C	D	E	F	G	H	I	J
	Country	Age	Education	Job Title	Salary	Purchased				
2	Canada	54	Master's	Teacher	70977	Yes				
3	USA	24	High School	Accountant	35840	Yes		24		
4	Australia	22	Bachelor's	Teacher	62837	No				
5	France	19	Master's	Teacher	71577	Yes				
6	Brazil	20	PhD	Nurse	89035	No				
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18	Canada	24	Bachelor's	Accountant	63897	Yes				
19	India	25	Master's	Data Analyst	62514	No				
20	France	58	PhD	Marketing Manager	90312	Yes				





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Tables PivotTable Recommended PivotTables Table Pictures Icons 3D Models Illustrations

Recommended Charts Charts Maps PivotChart Line Column Win/Loss Sparklines Slicer Timeline Link Comment Text Equation Symbol

H4 =VLOOKUP("USA",A:F,4,FALSE)

	A	B	C	D	E	F	G	H	I	J
	Country	Age	Education	Job Title	Salary	Purchased				
1	Canada	54	Master's	Teacher	70977	Yes				
2	USA	24	High School	Accountant	35840	Yes		24		
3	Australia	22	Bachelor's	Teacher	62837	No		Accountant		
4	France	19	Master's	Teacher	71577	Yes				
5	Brazil	20	PhD	Nurse	89035	No				
6	France	64	Master's	Nurse	82008	Yes				
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18	India	25	Master's	Data Analyst	62514	No				
19	France	58	PhD	Marketing Manager	90312	Yes				

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4: Perform what-if analysis using Goal Seek to determine input values for desired output.

1. Identify the cell containing the formula for "Simulated Profit". This cell is G2
2. Go to the "Data" tab on the ribbon.
3. Click on "What-If Analysis" and select "Goal Seek"
4. In the dialog box: Set "Set cell" to G2 (your formula cell), "To value" to 1000, and "By changing cell" to E2 (your Salary input cell).
5. Click "OK" to let Excel determine the required Salary.

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Get Data From Web From Table/Range Recent Sources Existing Connections Refresh All Queries & Connections Properties Workbook Links

Get & Transform Data Queries & Connections

Sort & Filter Sort Filter Clear Reapply Advanced

Data Tools Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate Data Model What-If Analysis Forecast Sheet Group Ungroup Subtotal Outline

G2 =E2-E5

	D	E	F	G	H	I	J	K	L	M	N	O	P
	Job Title	Salary	Purchased	simulated profit									
1	Teacher	70977	Yes	-600									
2	Accountant	35840	Yes		24								
3	Teacher	62837	No		Accountant								
4	Teacher	71577	Yes										
5	Nurse	89035	No										
6	Nurse	82008	Yes										
7	Doctor	48144	Yes										
8	Software Engineer	42649	No										
9	Accountant	81479	No										
10	Software Engineer	35417	No										
11	Data Analyst	31491	Yes										
12	Data Analyst	89753	No										
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15	Teacher	30782	No										
16	Nurse	115881	No										
17	Accountant	63897	Yes										
18	Data Analyst	62514	No										
19	Marketing Manager	90312	Yes										

Goal Seek

Set cell: G2

To value: 1000

By changing cell: E2

OK Cancel

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Get Data From Text/CSV From Web From Table/Range Recent Sources Existing Connections Refresh All Queries & Connections Properties Workbook Links Sort & Filter Sort Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate Data Model What-If Analysis Forecast Sheet Group Ungroup Subtotal Outline

G2 =E2-E5

	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Job Title	Salary	Purchased	simulated profit									
2	Teacher	72577	Yes	1000									
3	Accountant	35840	Yes		24								
4	Teacher	62837	No		Accountant								
5	Teacher	71577	Yes										
6	Nurse	89035	No										
7	Nurse	82008	Yes										
8	Doctor	48144	Yes										
9	Software Engineer	42649	No										
10	Accountant	81479	No										
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17	Nurse	115881	No										
18	Accountant	63897	Yes										
19	Data Analyst	62514	No										
20	Marketing Manager	90312	Yes										

Goal Seek Status

Goal Seeking with Cell G2 found a solution.

Target value: 1000  
Current value: 1000

OK Cancel

Ready Accessibility: Investigate

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