



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 a Microsoft Excel spreadsheet titled 'customer_dataset-excel - Read-Only'. The spreadsheet contains data for 30 rows across columns A through H. Column A is 'Country', B is 'Age', C is 'Education', D is 'Job Title', E is 'Salary', F is 'Purchased', and G and H are empty. The 'Salary' column (E) has data ranging from 70977 to 87953. Row 13 is selected, showing a value of 89753. The 'Conditional Formatting' dropdown menu is open over this cell, with 'Greater Than...' selected. Other options visible include 'Less Than...', 'Between...', 'Data Bars', 'Color Scales', 'Icon Sets', 'New Rule...', 'Clear Rules', and 'Manage Rules...'. The ribbon at the top shows tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Help. The status bar at the bottom shows the date and time as 26-11-2025, 10:04 PM.



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Screenshot of Microsoft Excel showing a dataset titled "customer_dataset-excel - Read-Only". The dataset contains 33 rows of data with columns: Country, Age, Education, Job Title, Salary, and Purchased. A conditional formatting dialog box is open over the data, set to "Greater Than" with the value "60000", applying a "Light Red Fill with Dark Red Text" style to the cells.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Country	Age	Education	Job Title	Salary	Purchased															
2	Canada	54	Master's	Teacher	70977	Yes															
3	USA	24	High School	Accountant	35840	Yes															
4	Australia	22	Bachelor's	Teacher	62837	No															
5	France	19	Master's	Teacher	71577	Yes															
6	Brazil	20	PhD	Nurse	89035	No															
7	France	64	Master's	Nurse	82008	Yes															
8	Japan	19	High School	Doctor	48144	Yes															
9	Canada	49	Bachelor's	Software Engineer	42649	No															
10	UK	61	Master's	Accountant	81479	No															
11	Japan	52	High School	Software Engineer	35417	No															
12	USA	28	High School	Data Analyst	31491	Yes															
13	Japan	43	PhD	Data Analyst	89753	No															
14	Japan	25	Master's	Software Engineer	77444	No															
15	Australia	26	Bachelor's	Mechanical Engineer	67940	No															
16	Canada	53	High School	Teacher	30782	No															
17	Australia	59	PhD	Nurse	115881	No															
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															
21	India	62	Bachelor's	Marketing Manager	58939	Yes															
22	UK	34	Master's	Teacher	78331	Yes															
23	UK	52	Bachelor's	Software Engineer	65961	Yes															
24	Australia	47	PhD	Teacher	113785	No															
25	Germany	45	Bachelor's	Marketing Manager	47518	Yes															
26	France	45	Master's	Nurse	70595	Yes															
27	Germany	23	Master's	Nurse	77873	Yes															
28	Japan	18	Bachelor's	Software Engineer	53403	No															
29	USA	57	Bachelor's	Accountant	41660	No															
30	UK	42	Bachelor's	Mechanical Engineer	56930	Yes															
31	India	49	Master's	Data Analyst	85320	No															
32	Japan	49	Bachelor's	Doctor	57905	Yes															
33	Australia	64	Master's	Doctor	60488	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.

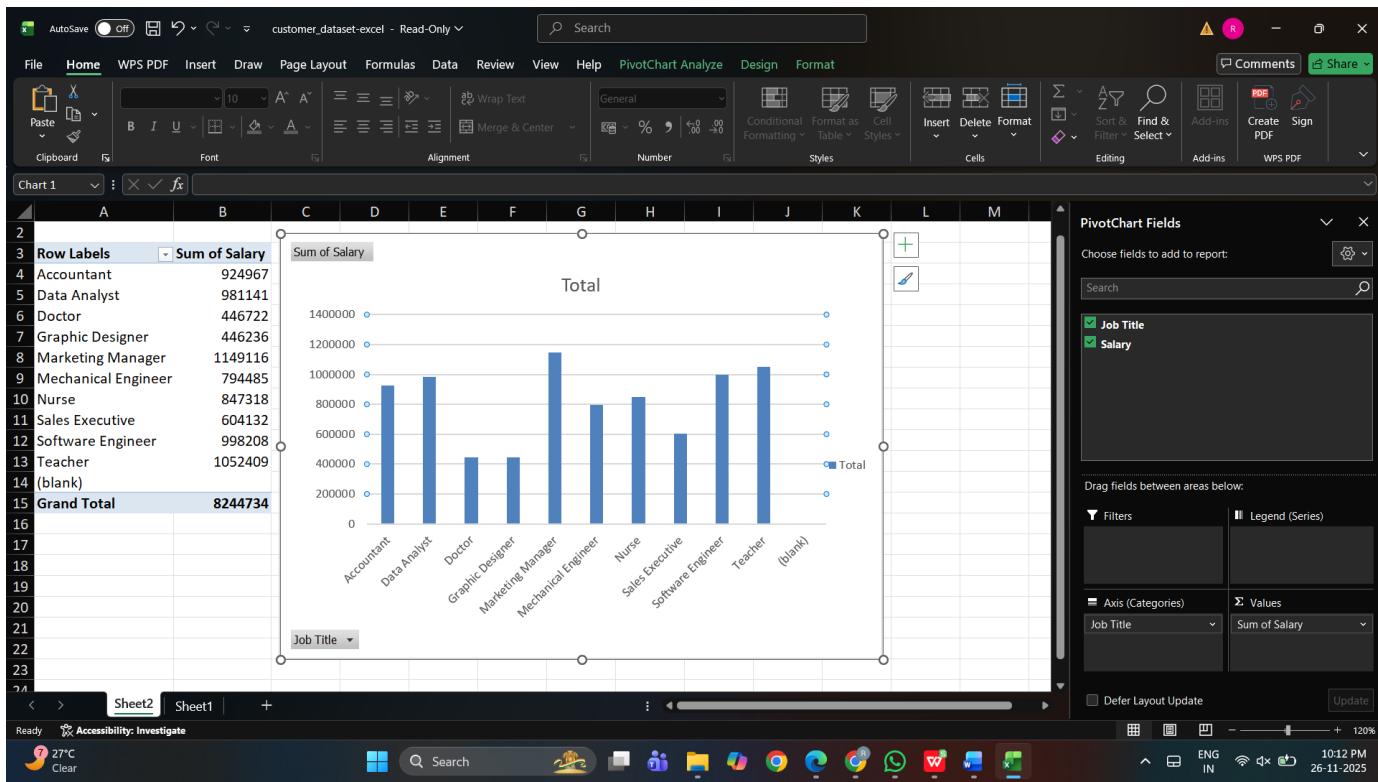
6. Drag "Job Title" to the Values area, choosing the sum function.

Screenshot of Microsoft Excel showing the "Create PivotTable" dialog box. The "Table/Range" field is set to "Sheet1!\$D\$1:\$E\$133". The "New Worksheet" option is selected under "Where do you want to place the PivotTable report?", and the "OK" button is visible at the bottom right.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Country	Age	Education	Job Title	Salary	Purchased														
2	Canada	54	Master's	Teacher	70977	Yes														
3	USA	24	High School	Accountant	35840	Yes														
4	Australia	22	Bachelor's	Teacher	62837	No														
5	France	19	Master's	Teacher	71577	Yes														
6	Brazil	20	PhD	Nurse	89035	No														
7	France	64	Master's	Nurse	82008	Yes														
8	Japan	19	High School	Doctor	48144	Yes														
9	Canada	49	Bachelor's	Software Engineer	42649	No														
10	UK	61	Master's	Accountant	81479	No														
11	Japan	52	High School	Software Engineer	35417	No														
12	USA	28	High School	Data Analyst	31491	Yes														
13	Japan	43	PhD	Data Analyst	89753	No														
14	Japan	25	Master's	Software Engineer	77444	No														
15	Australia	26	Bachelor's	Mechanical Engineer	67940	No														
16	Canada	53	High School	Teacher	30782	No														
17	Australia	59	PhD	Nurse	115881	No														
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														
21	India	62	Bachelor's	Marketing Manager	58939	Yes														
22	UK	34	Master's	Teacher	78331	Yes														
23	UK	52	Bachelor's	Software Engineer	65961	Yes														
24	Australia	47	PhD	Teacher	113785	No														
25	Germany	45	Bachelor's	Marketing Manager	47518	Yes														
26	France	45	Master's	Nurse	70595	Yes														
27	Germany	23	Master's	Nurse	77873	Yes														
28	Japan	18	Bachelor's	Software Engineer	53403	No														
29	USA	57	Bachelor's	Accountant	41660	No														
30	UK	42	Bachelor's	Mechanical Engineer	56930	Yes														
31	India	49	Master's	Data Analyst	85320	No														



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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", 'Country Table'!A:B, 2, FALSE)

The screenshot shows a Microsoft Excel-like interface with a table containing data from rows 1 to 20. A formula, '=VLOOKUP("USA", 'Country Table'!A:B, 2, FALSE)', is entered in cell H3.

A	B	C	D	E	F	G	H	I	J
Country	Age	Education	Job Title	Salary	Purchased				
Canada	54	Master's	Teacher	70977	Yes				
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				
Canada	49	Bachelor's	Software Engineer	42649	No				
UK	61	Master's	Accountant	81479	No				
Japan	52	High School	Software Engineer	35417	No				
USA	28	High School	Data Analyst	31491	Yes				
Japan	43	PhD	Data Analyst	89753	No				
Japan	25	Master's	Software Engineer	77444	No				
Australia	26	Bachelor's	Mechanical Engineer	67940	No				
Canada	53	High School	Teacher	30782	No				
Australia	59	PhD	Nurse	115881	No				
Canada	24	Bachelor's	Accountant	63897	Yes				
India	25	Master's	Data Analyst	62514	No				
France	58	PhD	Marketing Manager	90312	Yes				



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A screenshot of Microsoft Excel showing a dataset in Sheet1. The data includes columns for Country, Age, Education, Job Title, Salary, and Purchased. Cell H4 contains the formula =VLOOKUP("USA",A:F,4, FALSE). The formula bar also shows this formula. A callout bubble points from cell H4 to the value '24' in the 'Age' column for the USA entry.

	A	B	C	D	E	F	G	H	I	J
1	Country	Age	Education	Job Title	Salary	Purchased				
2	Canada	54	Master's	Teacher	70977	Yes				
3	USA	24	High School	Accountant	35840	Yes				
4	Australia	22	Bachelor's	Teacher	62837	No	24	Accountant		
5	France	19	Master's	Teacher	71577	Yes				
6	Brazil	20	PhD	Nurse	89035	No				
7	France	64	Master's	Nurse	82008	Yes				
8	Japan	19	High School	Doctor	48144	Yes				
9	Canada	49	Bachelor's	Software Engineer	42649	No				
10	UK	61	Master's	Accountant	81479	No				
11	Japan	52	High School	Software Engineer	35417	No				
12	USA	28	High School	Data Analyst	31491	Yes				
13	Japan	43	PhD	Data Analyst	89753	No				
14	Japan	25	Master's	Software Engineer	77444	No				
15	Australia	26	Bachelor's	Mechanical Engineer	67940	No				
16	Canada	53	High School	Teacher	30782	No				
17	Australia	59	PhD	Nurse	115881	No				
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				

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.

A screenshot of Microsoft Excel showing the Goal Seek dialog box open over a dataset in Sheet1. The dialog box is titled "Goal Seek" and has the following settings: "Set cell": G2, "To value": 1000, "By changing cell": E2. The main spreadsheet area shows a table with columns for Job Title, Salary, Purchased, and Simulated Profit. The "Simulated profit" column contains the formula =E2-E5. The "By changing cell" dropdown in the dialog box is set to E2, which corresponds to the "Salary" column in the table.

	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Job Title	Salary	Purchased	simulated profit									
2	Teacher	70977	Yes	-600									
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										
11	Software Engineer	35417	No										
12	Data Analyst	31491	Yes										
13	Data Analyst	89753	No										
14	Software Engineer	77444	No										
15	Mechanical Engineer	67940	No										
16	Teacher	30782	No										
17	Nurse	115881	No										
18	Accountant	63897	Yes										
19	Data Analyst	62514	No										
20	Marketing Manager	90312	Yes										



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Screenshot of WPS Office showing a Goal Seek dialog box over an Excel spreadsheet.

The spreadsheet contains the following data:

	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										
11	Software Engineer	35417	No										
12	Data Analyst	31491	Yes										
13	Data Analyst	89753	No										
14	Software Engineer	77444	No										
15	Mechanical Engineer	67940	No										
16	Teacher	30782	No										
17	Nurse	115881	No										
18	Accountant	63897	Yes										
19	Data Analyst	62514	No										
20	Marketing Manager	90312	Yes										

The Goal Seek dialog box is open at the top right, showing the following details:

- Goal Seek Status
- Goal Seeking with Cell G2 found a solution.
- Target value: 1000
- Current value: 1000
- Buttons: Step, Pause, OK, Cancel