Experiment No. 1.3

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Subject Name: **Business Analytics** **Subject Code:** **22CAH-703**

1. Aim/Overview of the practical:

a) Assign a name to a range of cells to make it easier to reference those ranges in calculations, create a drop-down menu to make data entry quicker and more efficient.

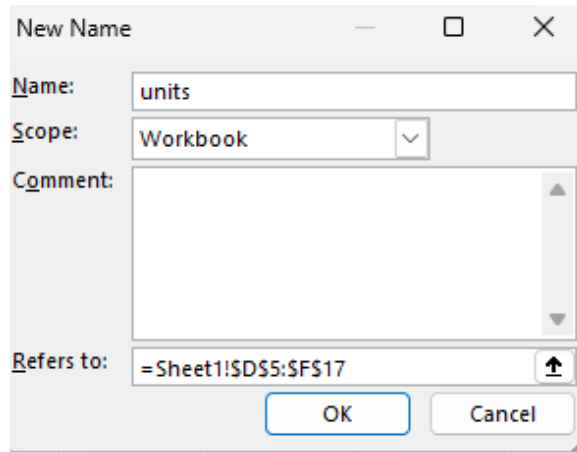b) Use sort and filter to find and organize data in large databases, custom filters.

2. Code for practical:

A.)

- Open a worksheet with any data.
- Select any range of cells.

name	product	region	units	sales	cogs	date
abc	a	east	12	12000	23.45	20-09-23
xyz	b	south	56	4500	67.9	08-09-23
fgh	c	west	45	10000	239	23-06-23
wer	d	north	1	2000	67	20-09-22
table	e	south	23	5000	7.09	20-09-23
phone	f	south	12	5690	34.6	20-09-22
cat	g	east	4	3000	56.89	20-09-22
marker	h	north	6	23000	12.7	19-09-22
pen	i	south	77	6700	0.89	20-09-23
tv	jk	west	45	8000	56.07	20-09-23
loptop	l	east	56	5600	31.09	19-09-22
bord	m	south	34	5400	12.8	04-03-23
zxt	n	north	56	8700	13.8	31-08-23

- Go to *Formulas > Define Name*
- Enter name you want to use for that range.
- Select the scope of the name and confirm range for that name.
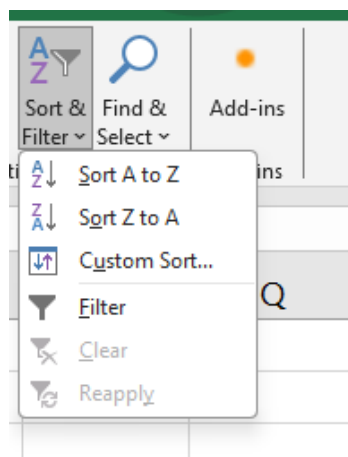
- To create a drop-down menu, click on any cell.
- Go to **Data > Data Validation**.
- Click on list and enter the list items for drop down menu.

B.)

- To sort data in ascending or descending order, click on sort and filter in Home tab click on the order you want to use.

- To view any selected data, we can use filter.
- Click on filter, drop down menu will be shown on all cells in first row.

- User can enter condition to view data greater than or less than to any specific value.

** **THE END** ***