

Experiment No. 1.3

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Branch: MCA - CCD

Semester: III

Subject Name: Business Analytics

UID: 22MCC20039

Section/Group: MCD-1/ Grp A

Date of Performance: 7th Sep 23

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.

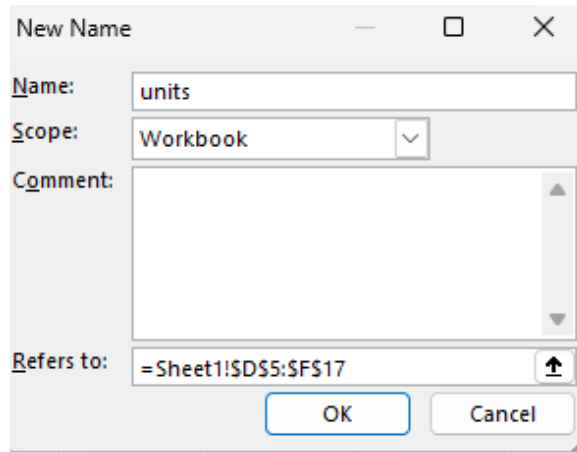
2. Code for practical:

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.



New Name

Name: units

Scope: Workbook

Comment:

Refers to: =Sheet1!\$D\$5:\$F\$17

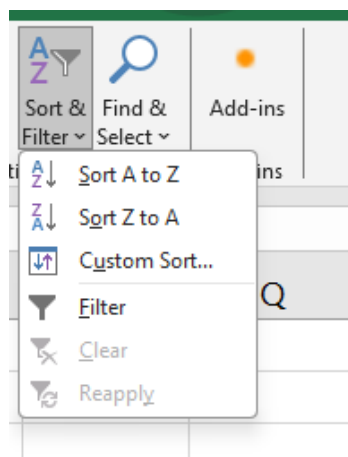
OK Cancel

- 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.

| | G | H | I |
|----------|---|-------|---|
| date | | units | |
| 20 | | units | |
| 08 | | sales | |
| | | cogs | |
| 23-06-23 | | | |

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.

| D | E | F | G | |
|--|--------|-------|----------|---|
| units | sales | cogs | date | u |
| Sort Smallest to Largest | | 239 | 23-06-23 | |
| Sort Largest to Smallest | | 67.9 | 08-09-23 | |
| Sort by Color | | 67 | 20-09-22 | |
| Sheet View | | 56.89 | 20-09-22 | |
| Clear Filter From "sales" | | 56.07 | 20-09-23 | |
| Filter by Color | | | | |
| Number Filters | | | | |
| Search | | | | |
| <input checked="" type="checkbox"/> (Select All) | | | | |
| <input checked="" type="checkbox"/> 2000 | | | | |
| <input checked="" type="checkbox"/> 3000 | | | | |
| <input checked="" type="checkbox"/> 4500 | | | | |
| <input checked="" type="checkbox"/> 5000 | | | | |
| <input checked="" type="checkbox"/> 5400 | | | | |
| <input checked="" type="checkbox"/> 5600 | | | | |
| <input checked="" type="checkbox"/> 5690 | | | | |
| <input checked="" type="checkbox"/> 6700 | | | | |
| OK | Cancel | | | |

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

***** **THE END** *****