

PRACTICE NO 14

Workbook for managing analyzing sales data of small store.

Aim: Workbook for managing analyzing sales data of small store.

- (a) Create a workbook with sheets
- Open Microsoft Excel and create a new workbook.
 - Rename the sheets as follows:
 - Store Sales
 - Summary
 - Charts

(b) Create a sample sales table (Store Sales sheet)

In the Store Sales sheet.

(c) Sort the data

- i. Select the entire table.
- ii. Go to Data → Sort.
- iii. Sort products by Product Name (A–Z).
- iv. Sort categories by Category (Z–A) if required.

(d) Apply Filter to view only “Electronics”

Select the header row.

Click Data → Filter.

From the Category column, select Electronics only.

(e) Use SUMIF to find total sales of a selected product

To calculate total sales of Headphones, use:

Excel=SUMIF(B:B, "Headphones", F:F)

(f) Use LEFT, RIGHT, MID functions

Product name is in cell B2

Category is in cell C2

- i. First 3 letters of the product name:

Excel=LEFT(B2,3)

- ii. Last 2 letters of the category:

Excel=RIGHT(C2,2)

(g) Find highest and lowest sales using MAX and MIN

Highest sales:

Excel=MAX(F:F)

Lowest sales:

Excel=MIN(F:F)

(h) Prepare a monthly sales summary (Summary sheet)

Create the following table in the Summary sheet:

Month Total Sales

Average Sales January

=SUM(F2:F4)

=AVERAGE(F2:F4)

February

=SUM(F5:F6)

=AVERAGE(F5:F6)

(1) Create a Line Chart

- i. Select Month and Total Sales columns from the Summary sheet.
 - ii. Go to Insert → Line Chart.
 - iii. Add chart title: Monthly Sales Report.
 - iv. Place the chart in the Charts sheet.

Data Table: