

# Lab 1 - Statistical Analysis with Excel

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Sales\_OfficeSupplies.xls contains 43 rows of sales of 5 products in 3 regions by 11 sales representatives

The company has a policy to give 5% of total sales to sales representative(s) as an outstanding award. Award can be given to more than one sales representative. You, as a sales manager, are to decide (1) to whom the award should be given to (2) how much should each award recipient get

## 1. List out Excel functions that you plan to use

- a. XLOOKUP
  - Used to lookup the region of each employee when creating each employee stats
- b. UNIQUE
  - Used to get names of each employee for creating employee stats
- c. SUMIF
  - Used to sum the total unit sold for each employee
- d. INDEX
  - Used to locate the employee on the spreadsheet
- e. SORT
  - Used to sort the total unit sold and the total price
- f. FILTER
  - Used to filter to only employee of each region

## 2. Write down your award allocation strategy. Use Excel to allocate sales outstanding awards.

Reward will be given to

- Sales who sells the most unit in each region
- Sales who make the most money each region

## 3. Write a report to propose the award details to the owner of the company

Report for owner of Company

The reward will be given to sales who sell the most units in each region and also sales who make the most money in each region. The award is calculated 5% based on the employee's performance but overall to promote sales to sell more stuff to customers, and not focusing on the product which makes more money, but everything