

EXPERIMENT- 14

14) Build a workbook for managing and analyzing sales data of a small store.

a) Create a workbook with sheets:

I. *Store_Sales*

II. *Summary*

III. *Charts*

b) Import a CSV sales file (or create a sample table) containing:

Date, Product, Category, Quantity, Price, Total Sales.

c) Use Sort (A→Z, Z→A) to organize products by name and category.

d) Apply Filter to view only “Electronics” category.

e) Use SUMIF to find total sales for a selected product (e.g., “Headphones”).

f) Use LEFT, RIGHT, MID to extract:

I. First 3 letters of the product name

II. Last 2 letters of the category

g) Find the highest and lowest sales value using MAX/MIN.

h) Prepare a monthly sales summary in the *Summary* sheet using AVERAGE & SUM.

i) Create a Line Chart of month-wise total sales in the *Charts* sheet.

j) Apply sheet protection so data cannot be edited accidentally.

Ans –

The screenshot shows a Microsoft Excel spreadsheet titled "Store_Sales". The data is organized into columns: Date, Product, Category, Quantity, Price, and Total Sales. The rows contain specific data points such as "2025-01-1 Headphones Electronics" and "2025-01-2 Shoes Fashion". The "Total Sales" column shows values like 1200, 2500, etc. The "Summary" and "Charts" tabs are visible at the bottom of the screen.

	Date	Product	Category	Quantity	Price	Total Sales
1	2025-01-1	Headphones	Electronics	8	1200	9600
2	2025-01-2	Shoes	Fashion	2	2500	5000
3	2025-01-3	Keyboard	Electronics	4	1800	7200
4	2025-01-4	Laptop	Electronics	10	3000	30000
5	2025-01-5	Headphones	Electronics	1	1300	1300
6	2025-01-6	Shoes	Fashion	1	2400	2400
7	2025-01-7	Charger	Electronics	5	600	3000

The screenshot shows a Microsoft Excel spreadsheet titled "Sales Management Test (Protected View)". The ribbon menu includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Help. A status bar at the bottom indicates "29PC Safety" and the date "TUE APR 15 2020".

PROTECTED VIEW Be careful – file from the Internet can contain viruses. If this file needs to edit, it's better to play in Protected View. [Online Editing](#)

Metrics	Value	
Total Sale	4900	
Highest Sale	7200	
Lowest Sale	300	
Month	Total Sale	Average Sales
2020-01	18500	4625
2020-02	6700	2233.333

