

Practical 14 : Sales Data Workbook

Aim : To analyze sales data using Excel formulas and charts.

Objectives

- To use SUMIF formulas
- To filter categories

Materials Required

- Excel

Procedure

1. Enter or import sales data – Add sales records manually or import them from an external file to build your dataset.
2. Sort and filter – Organize the data by sorting and apply filters to focus on specific products, dates, or regions.
3. Use SUMIF – Apply the SUMIF function to total sales based on a chosen condition, such as product type or salesperson.
4. Extract text using LEFT/RIGHT – Use LEFT or RIGHT functions to pull specific characters from product codes or IDs.
5. Create line chart – Plot a line chart to visualize sales trends over time for clearer analysis.
6. Protect sheet – Lock the sheet or specific cells to prevent unauthorized edits and maintain data integrity.

OUTPUT :

a) Store_Sales

File

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Formulas

Data

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View

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Spelling

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Statistics

Check Accessibility

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Language

Show Changes

Changes

New Comment

Comments

Delete

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Previous Comment

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Protect Sheet

Protect

Protect Workbook

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Share

A1

Store_Sales sheet

Store_Sales sheet														
Date	Product	Category	Quantity	Price	Total Sales	LEFT	RIGHT	MID						
01-01-2025	Pen Drive	Electronics	5	1000	5000	Pen	cs	en	Headphones Total Sales					
05-01-2025	Pen	Electronics	5	1500	7500	Pen	cs	en			6400			
01-01-2025	Notebook	Electronics	5	1500	7500	Not	cs	ote	pen Total Sales		7500			
12-02-2025	Mouse	Electronics	7	1200	8400	Mou	cs	ous	Highest Sale		8400			
18-02-2025	Keyboard	Electronics	10	500	5000	Key	cs	eyb	Lowest Sale		5000			
01-01-2025	Headphones	Electronics	8	800	6400	Hea	cs	ead						
NOTE: To calculate Total Sales (=D2*E2)														

Store_Sales

Summary

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b) Summary

File

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Show Changes

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New Comment

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Previous Comment

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Next Comment

Show Comments

Notes

Notes

Protect Sheet

Protect Workbook

Allow Edit Ranges

Protect

Unshare Workbook

Hide Ink

Ink

Comments

Share

A1

Store_Sales sheet (Summary)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Store_Sales sheet (Summary)															
2	Date	Product	Category	Quantity	Price	Total Sales	LEFT	RIGHT	MID	Month						
3	01-01-2025	Pen Drive	Electronics	5	1000	5000	Pen	cs	en	Jan-2025		Month	Total Sales	Average Sales		
4	05-01-2025	Pen	Electronics	5	1500	7500	Pen	cs	en	Jan-2025		Jan-25	26400	6600		
5	01-01-2025	Notebook	Electronics	5	1500	7500	Not	cs	ote	Jan-2025		Feb-25	13400	6700		
6	12-02-2025	Mouse	Electronics	7	1200	8400	Mou	cs	ous	Feb-2025						
7	18-02-2025	Keyboard	Electronics	10	500	5000	Key	cs	eyb	Feb-2025						
8	01-01-2025	Headphones	Electronics	8	800	6400	Hea	cs	ead	Jan-2025						
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Store_Sales

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c) Charts

