

## **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

WPS Office ribbon menu:

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Cell A1 is selected.

The table is titled "Store\_Sales sheet". It has columns: Date, Product, Category, Quantity, Price, Total Sales, LEFT, RIGHT, MID.

Rows 3-8 contain data:

Date	Product	Category	Quantity	Price	Total Sales	LEFT	RIGHT	MID
01-01-2025	Pen Drive	Electronics	5	1000	5000	Pen	cs	en
05-01-2025	Pen	Electronics	5	1500	7500	Pen	cs	en
01-01-2025	Notebook	Electronics	5	1500	7500	Not	cs	ote
12-02-2025	Mouse	Electronics	7	1200	8400	Mou	cs	ous
18-02-2025	Keyboard	Electronics	10	500	5000	Key	cs	eyb
01-01-2025	Headphones	Electronics	8	800	6400	Hea	cs	ead

Row 13 contains a note: "NOTE: To calculate Total Sales (=D2\*E2)".

Summary row 14:

Headphones Total Sales	6400
pen Total Sales	7500
Highest Sale	8400
Lowest Sale	5000

Bottom navigation bar: < > Store\_Sales Summary CI ... + : < >

### b) Summary

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Cell A1 is selected.

The table is titled "Store\_Sales sheet (Summary)". It has columns: Date, Product, Category, Quantity, Price, Total Sales, LEFT, RIGHT, MID, Month.

Rows 3-8 contain data:

Date	Product	Category	Quantity	Price	Total Sales	LEFT	RIGHT	MID	Month
01-01-2025	Pen Drive	Electronics	5	1000	5000	Pen	cs	en	Jan-2025
05-01-2025	Pen	Electronics	5	1500	7500	Pen	cs	en	Jan-2025
01-01-2025	Notebook	Electronics	5	1500	7500	Not	cs	ote	Jan-2025
12-02-2025	Mouse	Electronics	7	1200	8400	Mou	cs	ous	Feb-2025
18-02-2025	Keyboard	Electronics	10	500	5000	Key	cs	eyb	Feb-2025
01-01-2025	Headphones	Electronics	8	800	6400	Hea	cs	ead	Jan-2025

Summary rows 9-10:

Month	Total Sales	Average Sales
Jan-25	26400	6600
Feb-25	13400	6700

Bottom navigation bar: < > Store\_Sales Summary CI ... + : < >

### c) Charts

