

Product	Sales	Gross Sales	COGS	Profit	Region
PDC-1	Ramela	2,68,953	2,52,010	16,943	South
PDC-2	Sowmya	2,01,798	2,10,604	(8,806)	South
PDC-3	Peter	2,36,755	1,63,759	72,996	South
PDC-4	Pramila	3,08,433	2,41,515	66,918	South
PDC-5	Johnson	1,61,280	3,00,583	(1,39,303)	South
PDC-6	Daniel Mitchel	2,78,407	2,31,156	47,251	South
PDC-7	John	3,49,338	1,63,012	1,86,326	South
PDC-8	Peter	2,57,572	2,00,217	57,355	South
PDC-9	Mitchel	2,06,135	3,25,556	(1,19,421)	South
PDC-10	Michael	1,80,399	2,57,810	(77,411)	South

Product	Sales	Gross Sales	COGS	Profit	Region
PDC-1	Ramela	3,46,969	3,30,463	16,506	North
PDC-2	Sowmya	3,40,592	1,51,986	1,88,606	North
PDC-3	Peter	1,52,387	1,72,058	(19,671)	North
PDC-4	Pramila	2,88,861	3,21,194	(32,333)	North
PDC-5	Johnson	2,66,678	1,57,550	1,09,128	North
PDC-6	Daniel Mitchel	1,89,809	2,06,326	(16,517)	North
PDC-7	John	2,67,296	3,15,235	(47,939)	North
PDC-8	Peter	2,51,039	2,60,576	(9,537)	North
PDC-9	Mitchel	1,86,819	3,05,063	(1,18,244)	North
PDC-10	Michael	1,85,276	2,09,016	(23,740)	North

Product	Sales	Gross Sales	COGS	Profit	Region
PDC-1	Ramela	2,50,340	2,84,958	(34,618)	East
PDC-2	Sowmya	1,52,495	1,55,242	(2,747)	East
PDC-3	Peter	1,67,256	2,14,528	(47,272)	East
PDC-4	Pramila	1,57,484	3,00,310	(1,42,826)	East
PDC-5	Johnson	3,36,791	2,51,369	85,422	East
PDC-6	Daniel Mitchel	3,28,814	1,93,548	1,35,266	East
PDC-7	John	2,26,114	2,27,905	(1,791)	East
PDC-8	Peter	2,29,210	1,94,489	34,721	East
PDC-9	Mitchel	1,94,122	2,87,154	(93,032)	East
PDC-10	Michael	2,85,688	3,21,232	(35,544)	East

Product	Sales	Gross Sales	COGS	Profit	Region
PDC-1	Ramela	2,22,816	1,63,518	59,298	West
PDC-2	Sowmya	2,91,940	1,67,351	1,24,589	West
PDC-3	Peter	1,96,535	2,92,442	(95,907)	West
PDC-4	Pramila	2,95,470	2,90,395	5,075	West
PDC-5	Johnson	2,73,281	1,63,309	1,09,972	West
PDC-6	Daniel Mitchel	1,92,222	2,61,736	(69,514)	West
PDC-7	John	1,56,670	1,50,067	6,603	West
PDC-8	Peter	3,31,601	3,31,818	(217)	West
PDC-9	Mitchel	3,09,720	1,98,456	1,11,264	West
PDC-10	Michael	2,47,037	2,23,908	23,129	West

step 1 click on Home Tab

step 2 click on find & select under Editing Group

Product	Sales	Gross Sales	COGS	Profit	Region
PDC-6	Daniel Mitchel	2,63,550	3,26,596	(63,046)	East
PDC-7	John	1,67,966	2,61,214	(93,248)	East
PDC-5	Johnson	1,99,337	3,47,758	(1,48,421)	East
PDC-10	Michael	2,76,693	2,84,057	(7,364)	East
PDC-9	Mitchel	3,33,030	2,53,225	79,805	East
PDC-3	Peter	2,29,782	2,97,917	(68,135)	East
PDC-8	Peter	2,29,063	2,91,616	(62,553)	East
PDC-4	Pramila	2,14,985	3,15,105	(1,00,120)	East
PDC-1	Ramela	1,83,039	1,67,327	15,712	East
PDC-2	Sowmya	3,25,282	3,08,418	16,864	East

Product	Sales	Gross Sales	COGS	Profit	Region
PDC-7	John	1,88,683	1,51,409	37,274	North
PDC-3	Peter	3,23,865	1,97,684	1,26,181	North
PDC-5	Johnson	3,12,258	2,06,956	1,05,302	North
PDC-2	Sowmya	2,84,476	2,58,584	25,892	North
PDC-8	Peter	2,80,419	2,75,410	5,009	North
PDC-4	Pramila	3,26,307	2,84,873	41,434	North
PDC-10	Michael	1,74,245	2,87,409	(1,13,164)	North
PDC-1	Ramela	2,44,506	3,20,269	(75,763)	North
PDC-9	Mitchel	2,38,362	3,31,781	(93,419)	North
PDC-6	Daniel Mitchel	2,60,446	3,37,549	(77,103)	North

Product	Sales	Gross Sales	COGS	Profit	Region
PDC-6	Daniel Mitchel	2,11,125	2,23,182	(12,057)	South
PDC-7	John	1,50,098	2,89,850	(1,39,752)	South
PDC-5	Johnson	2,44,332	1,95,732	48,600	South
PDC-10	Michael	3,10,148	3,36,528	(26,380)	South
PDC-9	Mitchel	1,67,304	1,95,025	(27,721)	South
PDC-3	Peter	1,90,517	2,34,735	(44,218)	South
PDC-8	Peter	2,93,401	3,24,610	(31,209)	South
PDC-4	Pramila	2,46,915	1,56,680	90,235	South
PDC-1	Ramela	2,72,864	1,53,892	1,18,972	South
PDC-2	Sowmya	1,86,396	1,82,411	3,985	South

Product	Sales	Gross Sales	COGS	Profit	Region
PDC-10	Michael	1,62,292	3,07,231	(1,44,939)	West
PDC-5	Johnson	1,72,814	3,05,469	(1,32,655)	West
PDC-9	Mitchel	2,49,374	3,39,367	(89,993)	West
PDC-4	Pramila	2,78,792	3,01,728	(22,936)	West
PDC-3	Peter	2,56,746	2,78,488	(21,742)	West
PDC-7	John	3,09,738	3,22,815	(13,077)	West
PDC-6	Daniel Mitchel	3,36,531	3,35,175	1,356	West
PDC-2	Sowmya	3,05,155	1,75,574	1,29,581	West
PDC-1	Ramela	3,21,417	1,58,503	1,62,914	West
PDC-8	Peter	3,39,910	1,68,564	1,71,346	West

step 1 click on Home Tab

step 2 click on find & select under Editing Group

Q.2

Product	Gross Sales	COGS	Profit
PDC-6	2,63,550	3,26,596	(63,046)
PDC-7	1,67,966	2,61,214	(93,248)
PDC-5	1,99,337	3,47,758	(1,48,421)
PDC-10	2,76,693	2,84,057	(7,364)
PDC-9	3,33,030	2,53,225	79,805
PDC-3	2,29,782	2,97,917	(68,135)
PDC-8	2,29,063	2,91,616	(62,553)
PDC-4	2,14,985	3,15,105	(1,00,120)
PDC-1	1,83,039	1,67,327	15,712
PDC-2	3,25,282	3,08,418	16,864

Q.3

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2014-2015 Sales Data																				
Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015		
Albertson, Kathy	\$3,799.00	\$4,162.00	\$10,491.00	\$6,548.00	\$3,947.00	\$557.00	\$3,863.00	\$1,117.00	\$8,237.00	\$8,690.00	\$10,776.00	\$16,904.00	\$15,367.00	\$7,274.00	\$8,624.00	\$4,264.00	\$11,627.00	\$9,211.00		
Allenson, Carol	\$18,930.00	\$3,993.00	\$9,133.00	\$19,845.00	\$4,411.00	\$1,042.00	\$9,355.00	\$1,100.00	\$10,185.00	\$18,749.00	\$1,144.00	\$9,777.00	\$10,740.00	\$7,214.00	\$18,932.00	\$2,310.00	\$18,072.00	\$6,944.00		
Altman, Zoey	\$5,725.00	\$4,848.00	\$8,741.00	\$11,138.00	\$2,521.00	\$3,072.00	\$6,702.00	\$2,116.00	\$13,452.00	\$8,046.00	\$12,686.00	\$8,065.00	\$13,478.00	\$13,504.00	\$4,912.00	\$19,032.00	\$2,651.00	\$9,401.00		
Bittiman, William	\$1,344.00	\$3,693.00	\$15,346.00	\$17,253.00	\$4,752.00	\$3,755.00	\$4,415.00	\$1,089.00	\$4,404.00	\$20,114.00	\$18,400.00	\$18,373.00	\$3,424.00	\$16,907.00	\$1,561.00	\$9,611.00	\$14,909.00	\$15,173.00		
Brennan, Michael	\$8,296.00	\$6,767.00	\$14,791.00	\$14,130.00	\$4,964.00	\$3,152.00	\$11,601.00	\$1,122.00	\$3,170.00	\$10,733.00	\$6,394.00	\$6,272.00	\$6,065.00	\$11,845.00	\$18,982.00	\$13,653.00	\$14,974.00	\$10,053.00		
Carlson, David	\$3,945.00	\$17,228.00	\$14,135.00	\$19,306.00	\$2,327.00	\$4,056.00	\$3,726.00	\$1,135.00	\$8,817.00	\$18,524.00	\$6,063.00	\$7,361.00	\$19,216.00	\$12,528.00	\$15,481.00	\$5,093.00	\$13,608.00	\$8,936.00		
Collman, Harry	\$8,337.00	\$1,137.00	\$9,203.00	\$2,302.00	\$3,967.00	\$4,906.00	\$9,007.00	\$2,113.00	\$13,090.00	\$13,953.00	\$17,950.00	\$10,806.00	\$8,454.00	\$9,938.00	\$3,793.00	\$11,299.00	\$17,917.00	\$12,387.00		
Counts, Elizabeth	\$3,742.00	\$17,982.00	\$9,949.00	\$17,075.00	\$4,670.00	\$521.00	\$4,505.00	\$1,024.00	\$3,528.00	\$15,275.00	\$3,639.00	\$12,801.00	\$9,037.00	\$16,489.00	\$8,026.00	\$5,367.00	\$6,729.00	\$15,986.00		
David, Chloe	\$7,605.00	\$13,184.00	\$10,986.00	\$5,401.00	\$3,379.00	\$3,428.00	\$3,973.00	\$1,716.00	\$4,839.00	\$13,085.00	\$3,576.00	\$19,673.00	\$17,010.00	\$3,812.00	\$7,787.00	\$11,646.00	\$11,085.00	\$9,286.00		
Davis, William	\$5,304.00	\$5,593.00	\$9,928.00	\$17,434.00	\$5,363.00	\$1,562.00	\$2,945.00	\$1,176.00	\$9,642.00	\$13,714.00	\$11,380.00	\$11,534.00	\$6,462.00	\$15,861.00	\$18,246.00	\$18,059.00	\$16,578.00	\$7,250.00		
Dumlao, Richard	\$9,333.00	\$3,466.00	\$13,502.00	\$12,579.00	\$3,275.00	\$2,779.00	\$7,549.00	\$1,101.00	\$5,850.00	\$15,065.00	\$2,706.00	\$3,805.00	\$7,579.00	\$8,579.00	\$16,917.00	\$10,951.00	\$5,141.00	\$18,489.00		
Farmer, Kim	\$1,103.00	\$13,531.00	\$19,874.00	\$18,870.00	\$3,860.00	\$3,470.00	\$3,862.00	\$1,040.00	\$10,024.00	\$18,389.00	\$12,321.00	\$18,891.00	\$18,654.00	\$10,062.00	\$19,581.00	\$10,915.00	\$10,729.00	\$1,641.00		
Ferguson, Elizabeth	\$1,333.00	\$6,165.00	\$18,276.00	\$2,167.00	\$4,685.00	\$1,913.00	\$4,596.00	\$1,126.00	\$5,503.00	\$10,686.00	\$17,909.00	\$5,505.00	\$17,735.00	\$18,574.00	\$12,400.00	\$8,608.00	\$14,501.00	\$8,208.00		
Flores, Tia	\$12,398.00	\$13,779.00	\$18,993.00	\$8,989.00	\$4,052.00	\$2,883.00	\$2,142.00	\$2,014.00	\$13,547.00	\$21,983.00	\$18,999.00	\$15,346.00	\$15,362.00	\$1,569.00	\$14,914.00	\$10,992.00	\$11,280.00	\$15,446.00		
Ford, Victor	\$3,251.00	\$13,670.00	\$7,128.00	\$9,838.00	\$5,541.00	\$4,931.00	\$8,283.00	\$1,054.00	\$9,543.00	\$11,967.00	\$4,752.00	\$17,355.00	\$10,214.00	\$15,276.00	\$13,774.00	\$8,111.00	\$1,380.00	\$4,748.00		
Hodges, Melissa	\$4,624.00	\$14,772.00	\$19,830.00	\$6,303.00	\$5,667.00	\$4,798.00	\$8,420.00	\$1,389.00	\$10,468.00	\$12,677.00	\$2,840.00	\$6,298.00	\$12,813.00	\$3,973.00	\$14,246.00	\$14,454.00	\$4,699.00	\$9,647.00		
Jameson, Robinson	\$2,552.00	\$1,627.00	\$4,382.00	\$9,083.00	\$4,269.00	\$4,459.00	\$2,248.00	\$1,058.00	\$6,267.00	\$14,982.00	\$14,605.00	\$2,666.00	\$19,145.00	\$17,752.00	\$1,603.00	\$7,006.00	\$6,604.00	\$10,585.00		
Kellerman, Frances	\$4,281.00	\$7,375.00	\$17,730.00	\$19,998.00	\$3,502.00	\$4,172.00	\$11,074.00	\$1,282.00	\$2,365.00	\$9,380.00	\$19,412.00	\$10,503.00	\$8,645.00	\$8,409.00	\$1,422.00	\$16,004.00	\$16,958.00	\$10,902.00		
Mark, Katharine	\$4,679.00	\$3,058.00	\$1,497.00	\$5,722.00	\$5,853.00	\$2,011.00	\$3,807.00	\$1,348.00	\$11,110.00	\$18,047.00	\$7,311.00	\$15,323.00	\$16,200.00	\$6,332.00	\$19,506.00	\$8,535.00	\$17,382.00	\$3,231.00		
Morrison, Thomas	\$2,485.00	\$7,810.00	\$15,340.00	\$7,973.00	\$2,586.00	\$2,398.00	\$2,453.00	\$1,020.00	\$4,612.00	\$20,525.00	\$19,540.00	\$7,900.00	\$6,491.00	\$10,079.00	\$15,947.00	\$10,588.00	\$2,191.00	\$16,987.00		
Moss, Pete	\$8,386.00	\$11,051.00	\$13,733.00	\$16,288.00	\$5,714.00	\$4,960.00	\$11,507.00	\$1,010.00	\$6,599.00	\$11,626.00	\$5,319.00	\$6,976.00	\$17,758.00	\$7,480.00	\$19,679.00	\$5,003.00	\$3,215.00	\$18,439.00		
Paul, Henry David	\$14,226.00	\$2,651.00	\$10,663.00	\$15,453.00	\$5,347.00	\$4,060.00	\$7,056.00	\$1,555.00	\$5,439.00	\$15,285.00	\$9,842.00	\$15,933.00	\$17,191.00	\$6,701.00	\$8,730.00	\$7,486.00	\$3,646.00	\$14,720.00		
Post, Melissa	\$18,252.00	\$11,534.00	\$16,895.00	\$4,554.00	\$4,222.00	\$3,317.00	\$5,849.00	\$2,081.00	\$10,521.00	\$18,979.00	\$15,139.00	\$13,154.00	\$8,387.00	\$12,637.00	\$12,904.00	\$2,278.00	\$12,659.00	\$7,674.00		
Robinson, Betty	\$8,548.00	\$7,020.00	\$11,442.00	\$18,930.00	\$5,929.00	\$3,127.00	\$7,971.00	\$1,114.00	\$2,686.00	\$24,099.00	\$4,467.00	\$15,755.00	\$9,737.00	\$7,806.00	\$8,895.00	\$1,892.00	\$15,434.00	\$9,598.00		
Shadow, Elizabeth	\$9,945.00	\$5,296.00	\$6,821.00	\$13,982.00	\$4,270.00	\$4,263.00	\$4,999.00	\$1,052.00	\$2,399.00	\$8,924.00	\$6,682.00	\$19,393.00	\$16,609.00	\$11,825.00	\$1,653.00	\$9,176.00	\$12,624.00	\$13,914.00		
Smith, Harold	\$4,761.00	\$7,403.00	\$6,749.00	\$11,507.00	\$5,421.00	\$4,728.00	\$7,158.00	\$1,116.00	\$4,276.00	\$13,907.00	\$10,606.00	\$17,174.00	\$11,717.00	\$1,876.00	\$12,535.00	\$19,307.00	\$2,867.00	\$6,394.00		
Thomas, Robert	\$9,865.00	\$15,226.00	\$14,401.00	\$9,031.00	\$3,259.00	\$3,679.00	\$8,406.00	\$2,123.00	\$14,697.00	\$16,827.00	\$10,922.00	\$9,646.00	\$8,703.00	\$14,601.00	\$14,841.00	\$13,340.00	\$10,684.00	\$4,229.00		
Thompson, Shannon	\$15,487.00	\$9,722.00	\$14,210.00	\$2,042.00	\$2,943.00	\$3,943.00	\$11,987.00	\$1,183.00	\$3,071.00	\$11,292.00	\$5,787.00	\$12,853.00	\$4,725.00	\$16,903.00	\$12,573.00	\$7,091.00	\$7,928.00	\$8,305.00		
Walters, Chris	\$4,885.00	\$2,018.00	\$17,498.00	\$14,657.00	\$5,529.00	\$4,925.00	\$3,122.00	\$1,629.00	\$14,684.00	\$20,871.00	\$11,431.00	\$4,224.00	\$10,985.00	\$6,097.00	\$19,779.00	\$10,209.00	\$1,422.00	\$11,891.00		
Zimmerman, Kate	\$7,956.00	\$9,423.00	\$8,701.00	\$11,459.00	\$2,380.00	\$3,247.00	\$11,956.00	\$1,156.00	\$3,098.00	\$8,531.00	\$18,245.00	\$7,416.00	\$12,834.00	\$13,555.00	\$13,467.00	\$11,006.00	\$3,755.00	\$9,682.00		

Q1 1 freeze first column and use the horizontal scroll bar to look at sales from 2015

- step 1 click on view tab
- step 2 click on freeze panes under window group

2012-2013 Sales Data																									
Salesperson	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	Jun 2012	Jul 2012	Aug 2012	Sep 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013	Sep 2013	Oct 2013	Nov 2013	Dec 2013	
Albertson, Kathy	\$5,076.00	\$12,037.00	\$2,366.00	\$16,077.00	\$13,028.00	\$4,899.00	\$16,515.00	\$5,687.00	\$10,060.00	\$6,155.00	\$16,454.00	\$7,672.00	\$3,329.00	\$5,821.00	\$7,121.00	\$10,121.00	\$7,914.00	\$6,598.00	\$507.00	\$11,280.00	\$16,744.00	\$13,062.00	\$5,459.00	\$10,316.00	
Allenson, Carol	\$12,148.00	\$5,301.00	\$10,194.00	\$4,916.00	\$11,713.00	\$5,648.00	\$13,428.00	\$6,974.00	\$3,807.00	\$3,053.00	\$11,606.00	\$1,344.00	\$15,090.00	\$16,402.00	\$2,602.00	\$12,871.00	\$7,568.00	\$13,817.00	\$3,789.00	\$5,164.00	\$10,783.00	\$9,372.00	\$9,045.00	\$3,907.00	
Altman, Zoey	\$6,684.00	\$948.00	\$6,918.00	\$565.00	\$15,891.00	\$12,388.00	\$2,609.00	\$1,153.00	\$14,855.00	\$16,691.00	\$3,409.00	\$12,952.00	\$7,931.00	\$12,965.00	\$14,149.00	\$2,342.00	\$7,493.00	\$13,584.00	\$6,226.00	\$16,898.00	\$15,540.00	\$3,502.00	\$10,621.00	\$9,022.00	
Bittiman, William	\$14,808.00	\$4,299.00	\$9,439.00	\$12,722.00	\$8,455.00	\$4,121.00	\$9,389.00	\$10,129.00	\$15,133.00	\$6,510.00	\$11,521.00	\$6,432.00	\$15,446.00	\$1,091.00	\$16,260.00	\$10,621.00	\$3,327.00	\$13,085.00	\$7,755.00	\$16,453.00	\$11,647.00	\$16,839.00	\$9,653.00	\$950.00	
Brennan, Michael	\$14,374.00	\$16,041.00	\$16,485.00	\$13,506.00	\$14,366.00	\$1,878.00	\$15,207.00	\$7,779.00	\$10,146.00	\$5,506.00	\$13,167.00	\$14,634.00	\$3,412.00	\$16,342.00	\$12,139.00	\$5,007.00	\$7,398.00	\$991.00	\$14,709.00	\$4,644.00	\$16,142.00	\$2,619.00	\$13,842.00	\$2,576.00	
Carlson, David	\$8,404.00	\$5,581.00	\$1,067.00	\$9,587.00	\$2,262.00	\$9,954.00	\$9,708.00	\$5,920.00	\$5,955.00	\$7,832.00	\$2,231.00	\$524.00	\$2,382.00	\$8,751.00	\$11,242.00	\$14,854.00	\$2,523.00	\$7,324.00	\$9,879.00	\$7,636.00	\$3,415.00	\$3,366.00	\$8,553.00	\$1,864.00	
Collman, Harry	\$15,160.00	\$6,286.00	\$14,785.00	\$12,207.00	\$3,739.00	\$6,952.00	\$15,373.00	\$13,446.00	\$6,135.00	\$15,870.00	\$14,483.00	\$10,812.00	\$551.00	\$2,936.00	\$15,109.00	\$4,813.00	\$7,228.00	\$14,775.00	\$12,843.00	\$12,067.00	\$848.00	\$14,126.00	\$7,066.00	\$6,210.00	
Counts, Elizabeth	\$13,817.00	\$11,727.00	\$13,023.00	\$2,494.00	\$10,602.00	\$1,723.00	\$14,562.00	\$1,717.00	\$13,120.00	\$6,763.00	\$2,625.00	\$13,272.00	\$6,469.00	\$11,290.00	\$5,840.00	\$13,345.00	\$15,906.00	\$7,941.00	\$4,957.00	\$12,741.00	\$9,524.00	\$14,199.00	\$10,820.00	\$1,153.00	
David, Chloe	\$11,190.00	\$6,614.00	\$6,279.00	\$9,895.00	\$5,101.00	\$12,213.00	\$14,471.00	\$12,748.00	\$605.00	\$2,357.00	\$4,214.00	\$16,354.00	\$10,986.00	\$4,189.00	\$4,781.00	\$4,884.00	\$5,064.00	\$10,784.00	\$5,921.00	\$6,869.00	\$4,255.00	\$10,507.00	\$16,038.00	\$4,856.00	
Davis, William	\$8,991.00	\$4,261.00	\$7,739.00	\$12,958.00	\$11,541.00	\$15,264.00	\$7,733.00	\$10,798.00	\$13,017.00	\$14,706.00	\$14,049.00	\$8,241.00	\$4,097.00	\$5,120.00	\$1,432.00	\$11,974.00	\$16,912.00	\$10,619.00	\$11,469.00	\$15,523.00	\$10,694.00	\$1,147.00	\$5,934.00	\$1,731.00	
Dumlao, Richard	\$2,071.00	\$4,076.00	\$923.00	\$13,760.00	\$8,989.00	\$9,031.00	\$3,249.00	\$7,648.00	\$14,246.00	\$13,882.00	\$12,623.00	\$9,699.00	\$11,770.00	\$12,132.00	\$12,091.00	\$6,798.00	\$12,541.00	\$5,810.00	\$6,836.00	\$13,892.00	\$14,479.00	\$10,351.00	\$8,664.00	\$7,901.00	
Farmer, Kim	\$8,710.00	\$13,275.00	\$12,840.00	\$13,906.00	\$15,348.00	\$2,987.00	\$1,813.00	\$14,558.00	\$643.00	\$2,095.00	\$2,629.00	\$1,203.00	\$16,555.00	\$1,377.00	\$6,233.00	\$13,796.00	\$2,312.00	\$16,010.00	\$7,410.00	\$5,735.00	\$16,606.00	\$13,214.00	\$11,407.00	\$1,543.00	
Ferguson, Elizabeth	\$5,641.00	\$10,723.00	\$12,047.00	\$14,173.00	\$16,686.00	\$10,901.00	\$12,167.00	\$10,366.00	\$16,756.00	\$15,846.00	\$7,277.00	\$4,489.00	\$9,274.00	\$7,432.00	\$9,522.00	\$1,482.00	\$12,137.00	\$7,893.00	\$2,189.00	\$8,712.00	\$5,795.00	\$3,168.00	\$15,112.00		
Flores, Tia	\$8,476.00	\$16,177.00	\$10,870.00	\$10,601.00	\$13,235.00	\$9,159.00	\$16,485.00	\$10,863.00	\$2,050.00	\$4,507.00	\$4,532.00	\$2,930.00	\$3,291.00	\$12,625.00	\$9,998.00	\$1,334.00	\$6,958.00	\$15,977.00	\$2,414.00	\$2,457.00	\$3,309.00	\$12,635.00	\$5,902.00	\$16,912.00	
Ford, Victor	\$5,570.00	\$2,831.00	\$6,935.00	\$10,226.00	\$2,520.00	\$7,745.00	\$4,319.00	\$2,784.00	\$6,146.00	\$2,202.00	\$949.00	\$8,159.00	\$5,282.00	\$4,293.00	\$15,775.00	\$8,019.00	\$2,139.00	\$7,534.00	\$12,667.00	\$3,569.00	\$8,043.00	\$5,639.00	\$8,434.00	\$1,668.00	
Hodges, Melissa	\$4,049.00	\$6,037.00	\$16,723.00	\$16,218.00	\$11,810.00	\$8,560.00	\$2,905.00	\$13,288.00	\$13,653.00	\$8,535.00	\$4,460.00	\$16,479.00	\$5,413.00	\$3,862.00	\$5,194.00	\$8,027.00	\$6,414.00	\$8,995.00	\$8,581.00	\$1,013.00	\$4,822.00	\$8,996.00	\$7,466.00		
Jameson, Robinson	\$12,802.00	\$15,265.00	\$8,074.00	\$12,987.00	\$8,694.00	\$652.00	\$5,059.00	\$10,252.00	\$16,805.00	\$8,917.00	\$6,336.00	\$16,970.00	\$7,869.00	\$2,168.00	\$11,873.00	\$944.00	\$2,272.00	\$10,407.00	\$13,875.00	\$908.00	\$10,043.00	\$4,832.00	\$4,179.00	\$4,040.00	
Kellerman, Frances	\$3,900.00	\$10,778.00	\$5,438.00	\$6,313.00	\$12,678.00	\$4,563.00	\$1,226.00	\$10,702.00	\$5,535.00	\$15,818.00	\$14,767.00	\$11,027.00	\$4,400.00	\$8,043.00	\$16,091.00	\$11,415.00	\$9,117.00	\$3,018.00	\$4,512.00	\$14,096.00	\$15,289.00	\$3,602.00	\$12,268.00	\$6,776.00	
Mark, Katherine	\$15,951.00	\$2,756.00	\$13,682.00	\$3,725.00	\$9,988.00	\$15,270.00	\$13,250.00	\$574.00	\$2,264.00	\$12,957.00	\$12,898.00	\$9,210.00	\$6,032.00	\$16,879.00	\$9,363.00	\$11,827.00	\$9,095.00	\$4,593.00	\$5,477.00	\$5,184.00	\$11,374.00	\$12,561.00	\$16,524.00	\$6,985.00	
Morrison, Thomas	\$853.00	\$13,777.00	\$12,460.00	\$7,587.00	\$8,735.00	\$7,910.00	\$1,163.00	\$11,729.00	\$8,693.00	\$6,460.00	\$15,848.00	\$6,613.00	\$15,276.00	\$10,079.00	\$10,876.00	\$11,484.00	\$5,117.00	\$11,890.00	\$3,581.00	\$3,728.00	\$8,100.00	\$5,038.00	\$8,468.00	\$1,167.00	
Moss, Pete	\$1,856.00	\$8,093.00	\$10,254.00	\$2,804.00	\$6,881.00	\$11,421.00	\$2,721.00	\$4,127.00	\$558.00	\$9,780.00	\$7,058.00	\$15,205.00	\$695.00	\$2,667.00	\$11,306.00	\$16,742.00	\$10,590.00	\$13,667.00	\$14,034.00	\$16,815.00	\$11,367.00	\$4,478.00	\$11,861.00	\$7,754.00	
Paul, Henry David	\$3,287.00	\$12,624.00	\$2,605.00	\$6,294.00	\$16,018.00	\$9,670.00	\$3,597.00	\$4,045.00	\$10,794.00	\$15,107.00	\$11,138.00	\$4,070.00	\$14,499.00	\$1,224.00	\$4,126.00	\$4,142.00	\$6,917.00	\$12,365.00	\$2,075.00	\$15,048.00	\$11,650.00	\$14,193.00	\$10,741.00	\$2,328.00	
Post, Melissa	\$16,631.00	\$6,058.00	\$7,043.00	\$7,331.00	\$13,994.00	\$15,929.00	\$10,367.00	\$4,541.00	\$9,133.00	\$11,634.00	\$8,669.00	\$16,564.00	\$12,241.00	\$5,693.00	\$15,107.00	\$2,352.00	\$9,297.00	\$9,563.00	\$11,743.00	\$10,686.00	\$623.00	\$4,111.00	\$4,462.00	\$10,809.00	
Robinson, Betty	\$1,490.00	\$13,846.00	\$12,991.00	\$15,755.00	\$12,324.00	\$4,212.00	\$4,489.00	\$14,677.00	\$14,568.00	\$9,083.00	\$16,902.00	\$2,510.00	\$16,546.00	\$8,171.00	\$1,325.00	\$12,471.00	\$12,641.00	\$9,309.00	\$6,270.00	\$2,596.00	\$8,281.00	\$5,446.00	\$15,324.00	\$12,936.00	
Shadow, Elizabeth	\$13,318.00	\$14,558.00	\$14,483.00	\$8,589.00	\$2,597.00	\$6,508.00	\$11,063.00	\$13,904.00	\$13,544.00	\$4,282.00	\$8,825.00	\$16,268.00	\$14,341.00	\$10,368.00	\$7,409.00	\$2,172.00	\$7,306.00	\$2,386.00	\$3,998.00	\$1,447.00	\$9,646.00	\$10,051.00	\$2,687.00	\$9,985.00	
Smith, Harold	\$816.00	\$2,204.00	\$9,514.00	\$16,459.00	\$14,773.00	\$779.00	\$12,321.00	\$10,873.00	\$5,277.00	\$1,112.00	\$4,335.00	\$9,607.00	\$14,839.00	\$3,578.00	\$5,465.00	\$5,794.00	\$13,490.00	\$1,931.00	\$16,968.00	\$14,705.00	\$12,612.00	\$1,130.00	\$10,931.00	\$10,330.00	
Thomas, Robert	\$13,249.00	\$8,041.00	\$5,538.00	\$6,246.00	\$14,506.00	\$15,429.00	\$3,927.00	\$2,788.00	\$1,620.00	\$13,124.00	\$12,874.00	\$4,993.00	\$15,845.00	\$13,247.00	\$13,614.00	\$5,972.00	\$12,264.00	\$2,603.00	\$10,278.00	\$16,203.00	\$12,699.00	\$13,509.00	\$3,151.00	\$9,134.00	
Thompson, Shannon	\$7,282.00	\$9,271.00	\$9,086.00	\$8,827.00	\$6,394.00	\$4,306.00	\$9,041.00	\$2,068.00	\$6,758.00	\$3,219.00	\$11,825.00	\$12,442.00	\$16,165.00	\$15,509.00	\$12,020.00	\$1,787.00	\$2,859.00	\$13,533.00	\$3,410.00	\$15,885.00	\$15,709.00	\$15,564.00	\$7,960.00	\$4,964.00	
Walters, Chris	\$8,307.00	\$11,251.00	\$10,753.00	\$4,831.00	\$6,348.00	\$2,785.00	\$14,302.00	\$16,267.00	\$9,325.00	\$13,581.00	\$8,871.00	\$12,637.00	\$8,595.00	\$5,042.00	\$13,374.00	\$8,446.00	\$11,748.00	\$6,006.00	\$12,282.00	\$16,128.00	\$7,428.00	\$6,880.00	\$15,421.00	\$8,365.00	
Zimmerman, Kate	\$10,903.00	\$4,766.00	\$14,121.00	\$14,573.00	\$6,767.00	\$12,221.00	\$5,583.00	\$8,613.00	\$1,089.00	\$14,623.00	\$5,057.00	\$3,381.00	\$3,394.00	\$891.00	\$6,007.00	\$4,770.00	\$1,859.00	\$9,837.00	\$4,130.00	\$12,299.00	\$15,119.00	\$15,023.00	\$16,535.00	\$13,696.00	

Q1 2 freeze first column and use the vertical scroll bar to look at sales from 2015

step 1 click on view tab
 step 2 click on freeze panes under window group

Q.4

Highlight numbers that match the Lottery Draw

Drawn	3	15	25	26	36	49
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Ticket	No1	No2	No3	No4	No5	NO6
Ticket1	2	15	26	27	36	48
Ticket2	1	12	13	15	24	34
Ticket3	3	5	20	26	49	40

Numbers that match those drawn are highlighted

Q.5

COUNTIFS Function

Issue	Date	Priority
Getting machine repaired	01-12-2017	1
Meeting with vendors	01-12-2017	1
New laptop order	02-12-2017	3
Issuing salary checks	03-12-2017	1
Making MIS reports	03-12-2017	2
Identifying defective		
Inventory	03-12-2017	1
Reorder Raw Materials	03-12-2017	1

Date	Count
01-12-2017	2
02-12-2017	1
03-12-2017	4

Issue	Date	Priority	EDATE
Getting machine repaired	01-12-2017	1	#####
Meeting with vendors	01-12-2017	1	#####
New laptop order	02-12-2017	3	#####
Issuing salary checks	03-12-2017	1	#####
Making MIS reports	03-12-2017	2	#####
Identifying defective			
Inventory	03-12-2017	1	#####
Reorder Raw Materials	03-12-2017	1	#####

Q.6

year	Revenue
2018	\$1,50,000.00
Minimum Expected Growth Rate	12.00%
Discount Rate	2.00%
Projected Revenue for 2019	\$1,65,000.00

Growth Rate	Discount Rate						
	\$16,50,000.00	2.50%	3.00%	3.50%	4.00%	4.50%	5.00%
12.50%	\$18,15,000.00	\$18,06,750.00	\$17,98,500.00	\$17,90,250.00	\$17,82,000.00	\$17,73,750.00	
13.50%	\$18,31,500.00	\$18,23,250.00	\$18,15,000.00	\$18,06,750.00	\$17,98,500.00	\$17,90,250.00	
14.50%	\$18,48,000.00	\$18,39,750.00	\$18,31,500.00	\$18,23,250.00	\$18,15,000.00	\$18,06,750.00	
15.50%	\$18,64,500.00	\$18,56,250.00	\$18,48,000.00	\$18,39,750.00	\$18,31,500.00	\$18,23,250.00	
16.50%	\$18,81,000.00	\$18,72,750.00	\$18,64,500.00	\$18,56,250.00	\$18,48,000.00	\$18,39,750.00	
17.50%	\$18,97,500.00	\$18,89,250.00	\$18,81,000.00	\$18,72,750.00	\$18,64,500.00	\$18,56,250.00	
18.50%	\$19,14,000.00	\$19,05,750.00	\$18,97,500.00	\$18,89,250.00	\$18,81,000.00	\$18,72,750.00	
19.50%	\$19,30,500.00	\$19,22,250.00	\$19,14,000.00	\$19,05,750.00	\$18,97,500.00	\$18,89,250.00	
20.50%	\$19,47,000.00	\$19,38,750.00	\$19,30,500.00	\$19,22,250.00	\$19,14,000.00	\$19,05,750.00	

Q.7

Name	Subject			
	Math	Physics	Chemistry	Biology
Matt	38	58	66	49
Bob	88	92	74	90
Tom	57	77	91	91
Brad	82	56	45	95
Jenny	55	55	65	75
Maria	44	69	80	90
Jill	75	51	57	84
Josh	38	37	51	56

In this cell perform vlookup function

Name	Math
Brad	82

Ankit Singh

Q.7

Year	Revenue
2010	50856
2011	33533
2012	36928
2013	40742
2014	62728
2015	34901

