

Steps for Assignment

Step1: Make Separate sheet for each Questions

Q1:

Step1: Null values checked using conditional Formatting.

Step2: Rounded Average Values of all columns calculated.

Step3: All the columns created separately with trim and uppercase function.

Q2:

Step1: Pivot Table is created having Region on the rows and sum of total amount.

Step2: The amount is sorted.

Step3: Using Data bars in the conditional formatting, the highest revenue is highlighted.

Q3:

Step1: For Vlookup function,

=VLOOKUP(K5,A1:H31,6) is applied.

Step2: For Index/Match function,

=INDEX(C1:C31,MATCH(K9,A1:A31) is applied

Q4:

Step1: Both the column are copied to the new sheet of Q4

Step2: Line Chart is created.

Q5:

Step1: New column is created.

Step2: Using column formatting, all the values greater than 5000 is highlighted with green color.

Step3: The new column is sorted in descending order.

Step4: New table is created showing top 3 high margin data only.