Practical 14:
Sales Data Workbook

Aim

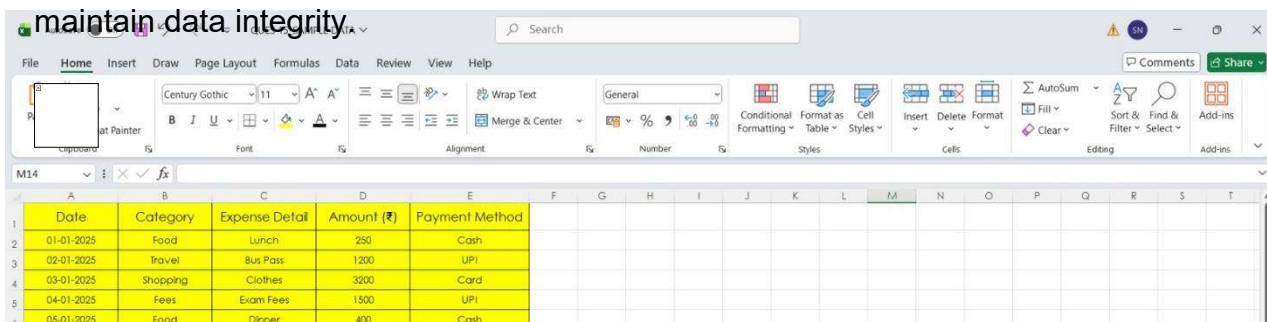To analyze sales data using Excel formulas and charts.

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.

Date	Category	Expense Detail	Amount (₹)	Payment Method
01-01-2025	Food	Lunch	250	Cash
02-01-2025	Travel	Bus Pass	1200	UPI
03-01-2025	Shopping	Clothes	3200	Card
04-01-2025	Fees	Exam Fees	1500	UPI
05-01-2025	Food	Dinner	400	Cash