

# **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.

The screenshot shows a Microsoft Excel spreadsheet titled "maintain data integrity". The ribbon menu is visible at the top, and the formula bar shows "Search". The main area displays a table with columns: Date, Category, Expense Detail, Amount (₹), and Payment Method. The data includes entries for various dates from January 1st to 5th, categorized as Food, Travel, Shopping, Fees, and Food respectively, with amounts ranging from 250 to 1500 and payment methods Cash or UPI.

	Date	Category	Expense Detail	Amount (₹)	Payment Method
1	01-01-2025	Food	Lunch	250	Cash
2	02-01-2025	Travel	Bus Pass	1200	UPI
3	03-01-2025	Shopping	Clothes	3200	Card
4	04-01-2025	Fees	Exam Fees	1500	UPI
5	05-01-2025	Food	Dinner	400	Cash