PRACTICAL – 14

OBJECTIVE: – Build a workbook for managing and analyzing sales data of a small store.

- **(a)** Create a workbook with sheets:
    - **i.** Store Sales
    - **ii.** Summary
- **(b)** Import a CSV sales file (or create a sample table) containing: Date, Product, Category, Quantity, Price, Total Sales.
- **(c)** Use Sort (A→Z, Z→A) to organize products by name and category.
- **(d)** Apply Filter to view only "Electronics" category.
- **(e)** Use SUMIF to find total sales for a selected product (e.g., "Headphones").
- **(f)** Use LEFT, RIGHT, MID to extract:
    - **I.** First 3 letters of the product name
    - **II.** Last 2 letters of the category
- **(g)** Find the highest and lowest sales value using MAX/MIN.
- **(h)** Prepare a monthly sales summary in the Summary sheet using AVERAGE & SUM.
- **(i)** Create a Line Chart of month-wise total sales in the Charts sheet.
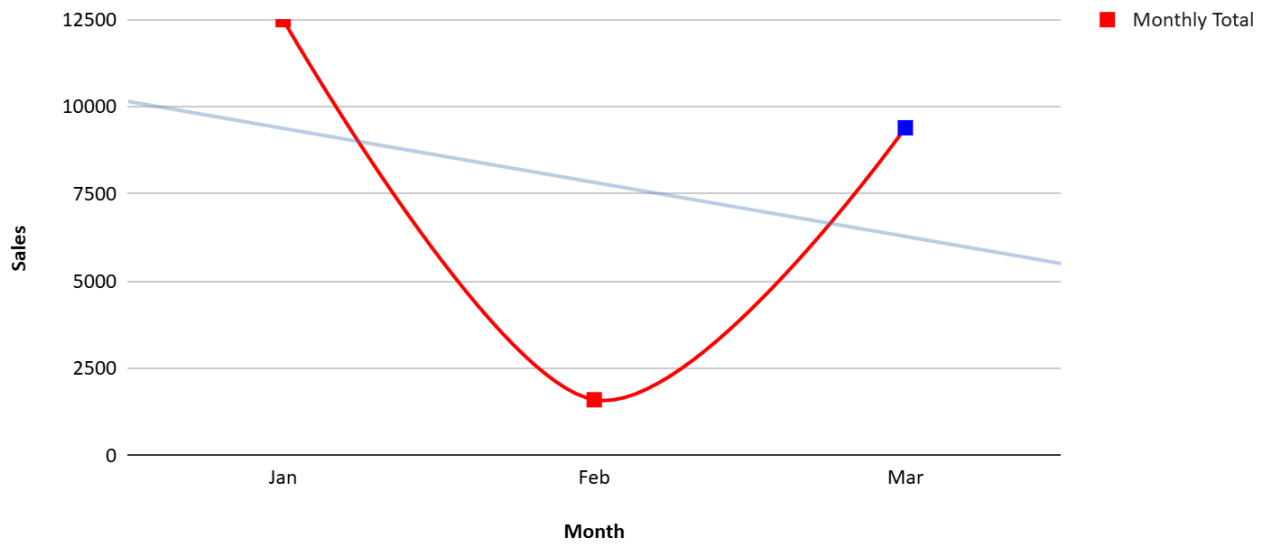- **(j)** Apply sheet protection so data cannot be edited accidentally.

Date	Product	Category	Quantity	Price	Total Sales	Prod_First3	Cat_Last2
2025-01-05	Headphones	Electronics	5	1500	7500	Hea	cs
2025-01-12	Mouse	Electronics	10	500	5000	Mou	cs
2025-02-03	Notebook	Stationery	20	80	1600	Not	ry
2025-02-18	Keyboard	Electronics	7	1200	8400	Key	cs
2025-03-10	Pen	Stationery	50	20	1000	Pen	ry
2025-03-22	Speaker	Electronics	4	2500	10000	Spe	cs

Metric	SUM of Value
Highest Sale	10000

Lowest Sale	**1000**
Total Sales (Headphones)	**7500**
Grand Total	**18500**

Month	SUM of Monthly Total
Feb	1600
Jan	12500
Mar	9400
Grand Total	**23500**

Month-wise Sales