3.3 Laboratory Sessions

Exercise 1:

PivotTables and charts

* Analyzing sales data to identify the best performing products, sales regions or and making informed decisions based on the results.
* Analyzing website traffic data to identify the most visited pages, the pages with the highest bounce rate, and the sources of traffic, and using the insights to optimize the website

Templates

* Creating standardized invoices, receipts, and purchase orders to streamline the accounting process.
* Developing a standard presentation template for the company's sales and marketing team to ensure consistency in branding and messaging.

Conditional formatting

* Highlighting cells in a spreadsheet that contain a certain value, such as sales figures that exceed a certain threshold.
* Applying different colors to cells based on their value or percentage, such as green for high values, yellow for moderate values, and red for low values.

Validation

* Creating drop-down menus or lists to ensure that data entered into a spreadsheet is consistent and accurate.
* Setting up data validation rules to ensure that only valid dates, phone numbers, email addresses, or other types of data are entered into specific cells.

Logical functions

* Using the IF function to create automated responses based on certain criteria, such as sending an email to a customer when their order has been shipped.
* Using the SUMIF function to calculate the total sales for a particular product or salesperson, based on specific criteria such as date or region

Exercise 3:

PivotTables and charts can be made more visually appealing and easier to understand by using color coding, adding labels, and using different chart types to represent the data in a more understandable way. Logical functions can be made more user-friendly by using clear and concise labels for each function and providing examples to illustrate how they work. Color coding or other visual cues can also be used to indicate the inputs and outputs of each function.