

Descriptive Analytics Basics

MS Excel

Hands-on Exercise 2 Instructions :

1. Fill CUSTOMER NUMBER. starting with 1000, increment by 3. Use the data fill series.
2. Supply the TOTAL PRICE column with the formula NUMBER OF COPIES multiplied by the Unit price. If MAGAZINE CODE is WL unit price is 98.75, FT is 174.98, and HL is 188.25. Use the IF function.
3. Complete the MAGAZINE column by its corresponding Magazine name, WL = Women's League, FT = Fashion Today, and HL = Healthy Living. Again, use the IF function.
4. DISCOUNT is computed TOTAL PRICE times Discount Rate and depending on the amount of the NUMBER OF COPIES.
 - If the NUMBER OF COPIES is greater than or equal to 300, then Discount Rate is 20% of the total price
 - If the NUMBER OF COPIES is greater than or equal to 150, then Discount Rate is 12% of the total price
 - If the NUMBER OF COPIES is less than 150, then discount rate is 7% of the total price
5. NET PRICE is equal to TOTAL PRICE minus the DISCOUNT.
6. Format TOTAL PRICE, DISCOUNT, and NET PRICE columns with 2 decimal places and with comma.
7. Using the conditional formatting feature, highlight NET PRICES greater than 17,500. Change the fill color to light yellow.
8. For the Weekly Sales Summary Report, use the SUMIF function to fill the missing columns.
 - TOTAL NO. OF COPIES = total number of copies per magazine
 - TOTAL PRICE = summation of total price per magazine
 - TOTAL DISCOUNT = total discount per magazine
 - TOTAL NET PRICE = total price minus the total discount
 - TOTALS = summation of all totals