

# Excel Basics Assignment Answers

## 1. Explain the difference between Relative, Absolute and Mixed Cell Referencing.

- **Relative Cell Reference**
- Changes automatically when a formula is copied to another cell.
- Example: = A1+B1
- If copied one row down → becomes A2+B2

**Use case:** When you want Excel to adjust references automatically

### Absolute Cell Reference

- Does not change when copied. Remain fixed no matter where the formula is copied.
- Written with \$ sign.
- Example: If =A1 \* \$B\$1 is copied down, only A1 changes, \$B\$1 stays constant
- Always refers to the same cells.

**Use case:** Fixed values like tax rate, discount rate, constants.

### Mixed Cell Reference

- Combination of relative and absolute.
- Examples:
  - \$A1 → column fixed, row changes
  - A\$1 → row fixed, column changes

**Use case:** Helpful in tables or multiplying across both rows and columns.

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Vehicle	Price
Car	500000
Bicycle	10500
Auto-Rickshaw	25000

**2. Write a formula to calculate the total sales of Car and Bicycle only.**

- $=\text{SUMIF}(\text{A2:A4}, \text{"Car"}, \text{B2:B4}) + \text{SUMIF}(\text{A2:A4}, \text{"Bicycle"}, \text{B2:B4})$

The screenshot shows an Excel spreadsheet with the following data:

A	B	C	D	E	F	G	H	I	J	K	L
1	Vehicle	Price									
2	Car	500000									
3	Bicycle	10500		510500							
4	Auto-Ricks	25000									
5											
6											
7											

The formula  $=\text{SUMIF}(\text{A2:A4}, \text{"Car"}, \text{B2:B4}) + \text{SUMIF}(\text{A2:A4}, \text{"Bicycle"}, \text{B2:B4})$  is entered in cell D3, and the result 510500 is displayed in the cell.

**Result**

Total = 510,500

**3. Using the data below, write a formula to calculate the average sales of items priced above 100 but less than 300:**

Item	Price	Sales
Item A	90	1000
Item B	150	1200

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Item C	250	1500
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- =AVERAGEIFS(C2:C4,B2:B4,>100",B2:B4,"<300")

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J
1	Item	Price	Sales							
2	Item A	90	1000							
3	Item B	150	1200							
4	Item C	250	1500							
5										
6										
7										
8										
9										
10										

## Explanation

- Only Item B and Item C are included
- Average =  $(1200 + 1500) / 2 = 1350$

Note: Use the following Dataset and solve the following questions.

Dataset Link : [Sales Data](#)

4. Count how many customer names are recorded.

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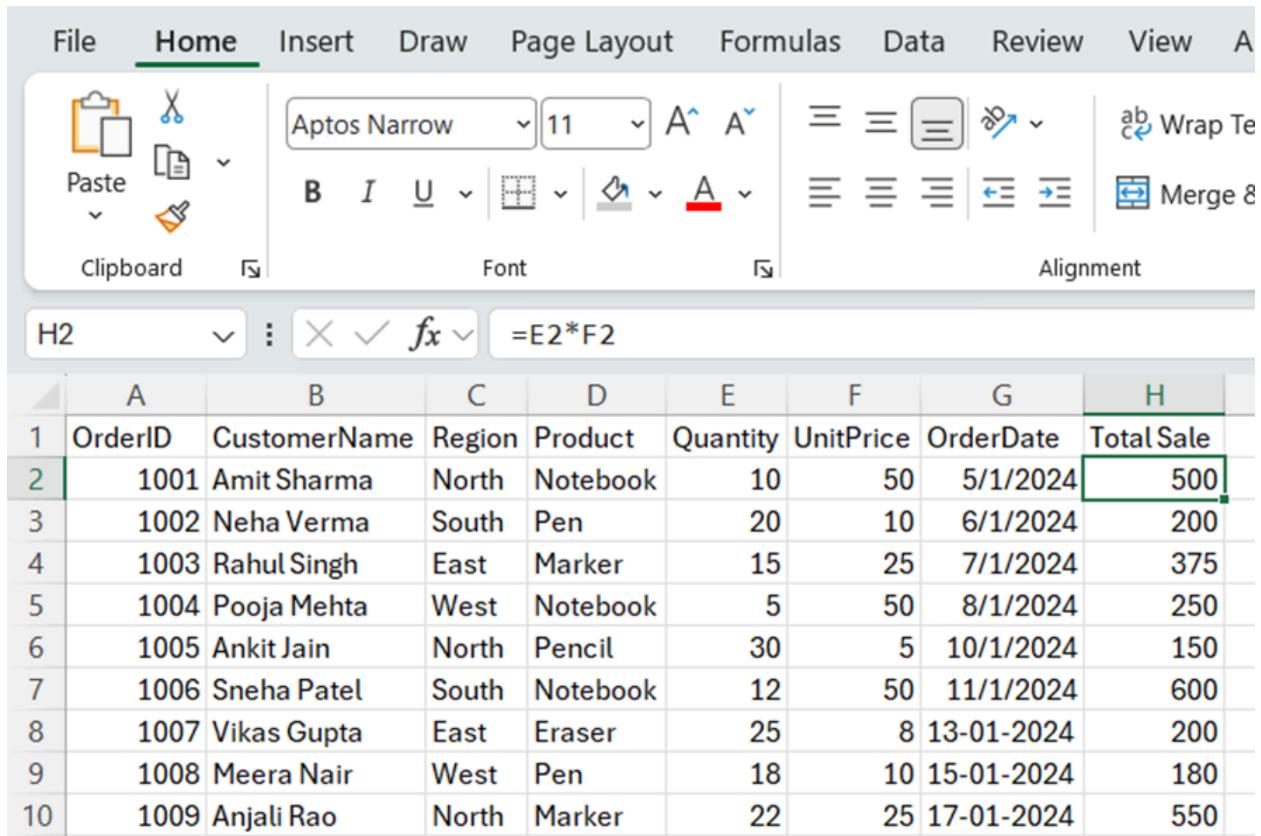
The screenshot shows a Microsoft Excel interface with the following details:

- Home tab selected:** The ribbon at the top has "File", "Home", "Insert", "Draw", "Page Layout", "Formulas", "Data", "Review", "View", "Automate", and "Help".
- Clipboard section:** Includes icons for Paste, Copy, Cut, and Undo/Redo.
- Font section:** Displays "Aptos Narrow" font, size "11", and bold/italic/underline options.
- Font color:** Red.
- Alignment section:** Includes "Wrap Text", "Merge & Center" (selected), and "General" dropdown.
- Formula Bar:** Shows cell reference "I6" and formula "=COUNTA(B1:B51)".
- Table Data:** A table with columns: OrderID, CustomerName, Region, Product, Quantity, UnitPrice, and OrderDate. Row 6 contains the formula "=COUNTA(B1:B51)" and the result "51", which is highlighted with a green border and labeled "Total Customer".

- Solution Steps:
  - Use the formula: =COUNTA(B1:B51)
  - Will get Total customer

## 5. Calculate the Total Sales for each row using a formula.

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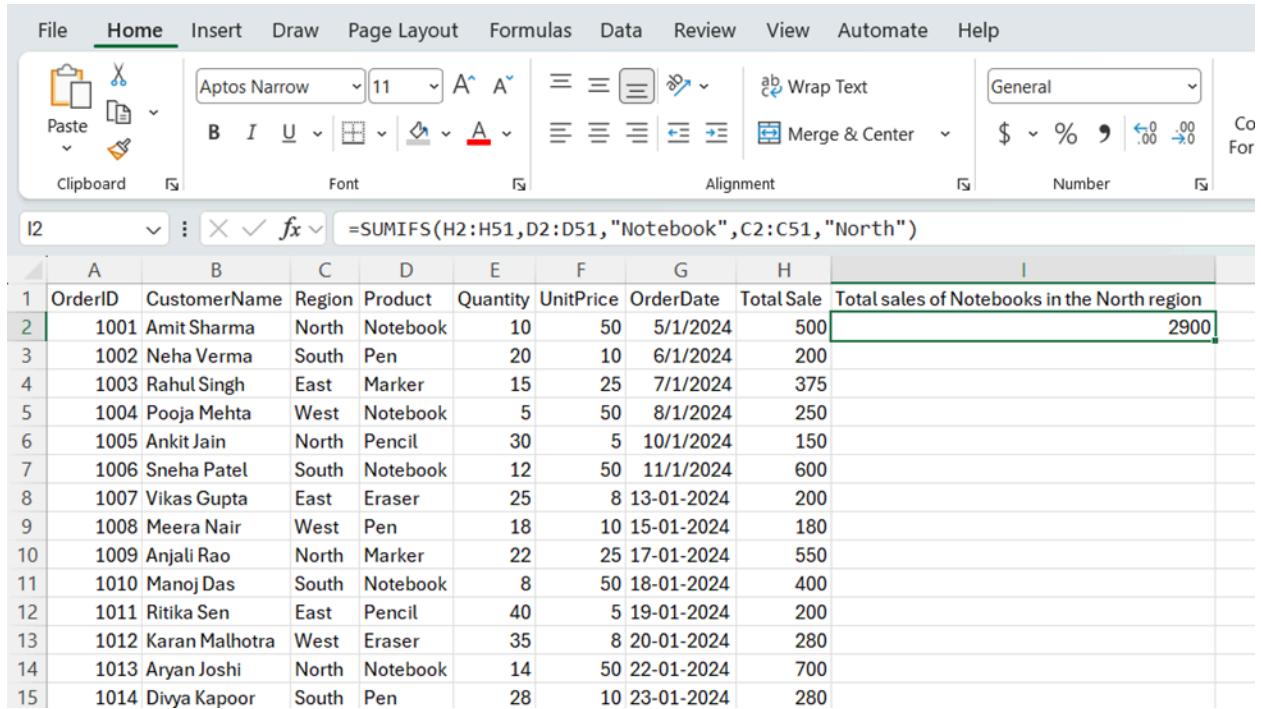
The screenshot shows a Microsoft Excel interface with the 'Home' tab selected. The ribbon menu includes File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, and a large 'A' icon. The 'Clipboard' group contains Paste, Cut, Copy, and Paste Special options. The 'Font' group includes Aptos Narrow font, size 11, bold, italic, underline, and color red for the letter 'A'. The 'Alignment' group includes horizontal and vertical alignment, text orientation, and merge & center options. The formula bar shows 'H2' and the formula '=E2\*F2'. The main worksheet displays a dataset with columns: OrderID, CustomerName, Region, Product, Quantity, UnitPrice, OrderDate, and TotalSale. Row 2 contains the formula '=E2\*F2' in cell H2, which is then copied down to other rows. The data shows various purchases across different regions and products.

	A	B	C	D	E	F	G	H
1	OrderID	CustomerName	Region	Product	Quantity	UnitPrice	OrderDate	Total Sale
2	1001	Amit Sharma	North	Notebook	10	50	5/1/2024	500
3	1002	Neha Verma	South	Pen	20	10	6/1/2024	200
4	1003	Rahul Singh	East	Marker	15	25	7/1/2024	375
5	1004	Pooja Mehta	West	Notebook	5	50	8/1/2024	250
6	1005	Ankit Jain	North	Pencil	30	5	10/1/2024	150
7	1006	Sneha Patel	South	Notebook	12	50	11/1/2024	600
8	1007	Vikas Gupta	East	Eraser	25	8	13-01-2024	200
9	1008	Meera Nair	West	Pen	18	10	15-01-2024	180
10	1009	Anjali Rao	North	Marker	22	25	17-01-2024	550

- Solution Steps:
  - Create a new column titled Total Sale.
  - Use the formula: =E2\*F2
  - Drag the formula down to apply the calculation to all rows in the dataset.

**6. Calculate the total sales of Notebooks in the North region only.**

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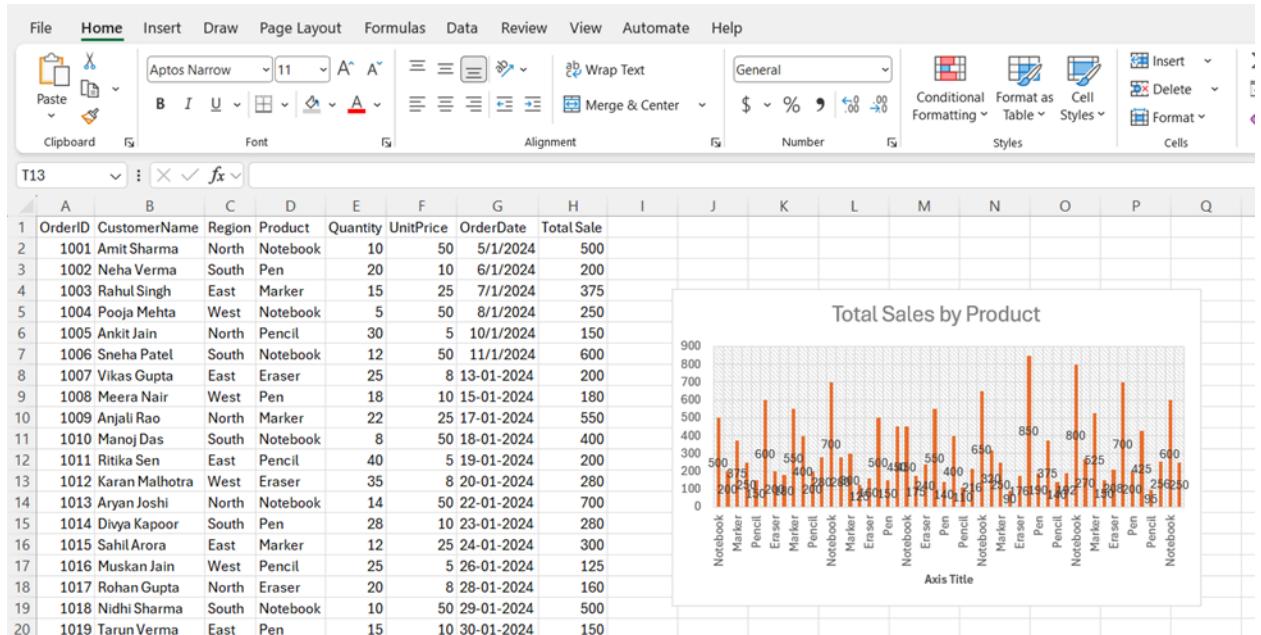


The screenshot shows an Excel spreadsheet with the following details:

- Formula Bar:** The formula `=SUMIFS(H2:H51,D2:D51,"Notebook",C2:C51,"North")` is entered in cell I2.
- Table Headers:** The first row contains columns labeled A through I, with headers: OrderID, CustomerName, Region, Product, Quantity, UnitPrice, OrderDate, Total Sale, and a descriptive header "Total sales of Notebooks in the North region" in cell I2.
- Data Rows:** There are 15 rows of data, each representing an order. The last row (row 15) shows the total sales for Notebooks in the North region.
- Cell I2:** Contains the value **2900**, which is the result of the SUMIFS formula.

- Solution Steps:
  - Use the formula `=SUMIFS(H2:H51,D2:D51,"Notebook",C2:C51,"North")`

## 7. Create a column chart showing total sales by product.

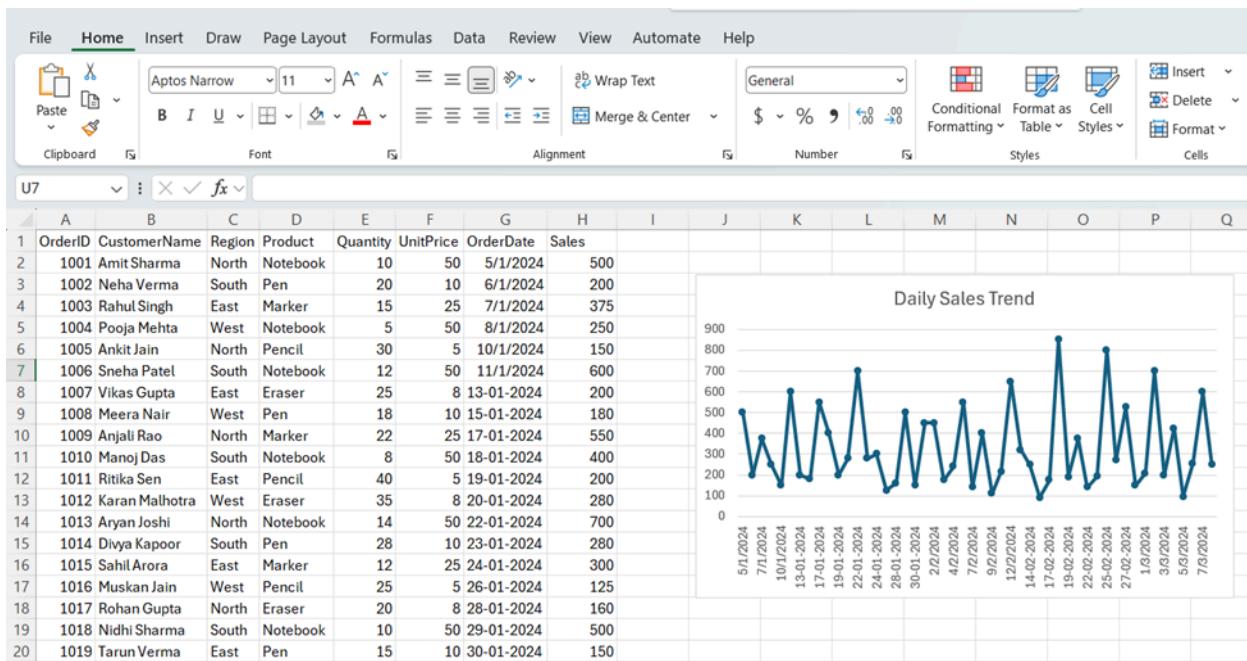


- Solutions Steps :

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- Select Product and Total Sales columns
- Go to Insert → Column Chart
- Choose Clustered Column
- Add chart title:
- “Total Sales by Product”

## 8. Insert a Line Chart showing daily sales trend



- Solutions Steps :
  - Select OrderDate and Sales columns
  - Go to Insert → Line Chart
  - Choose Line with Markers
  - Add chart title:
  - “Daily Sales Trend”