

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 only.

- =SUMIF(A2:A4,"Car",B2:B4)+SUMIF(A2:A4,"Bicycle",B2:B4)

	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												

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 the Microsoft Excel interface. The formula bar at the top displays the formula `=AVERAGEIFS(C2:C4,B2:B4,">100",B2:B4,"<300")`. The worksheet below has columns A through J and rows 1 through 10. The data is as follows:

	A	B	C	D	E	F	G	H	I	J
1	Item	Price	Sales							
2	Item A	90	1000		1350					
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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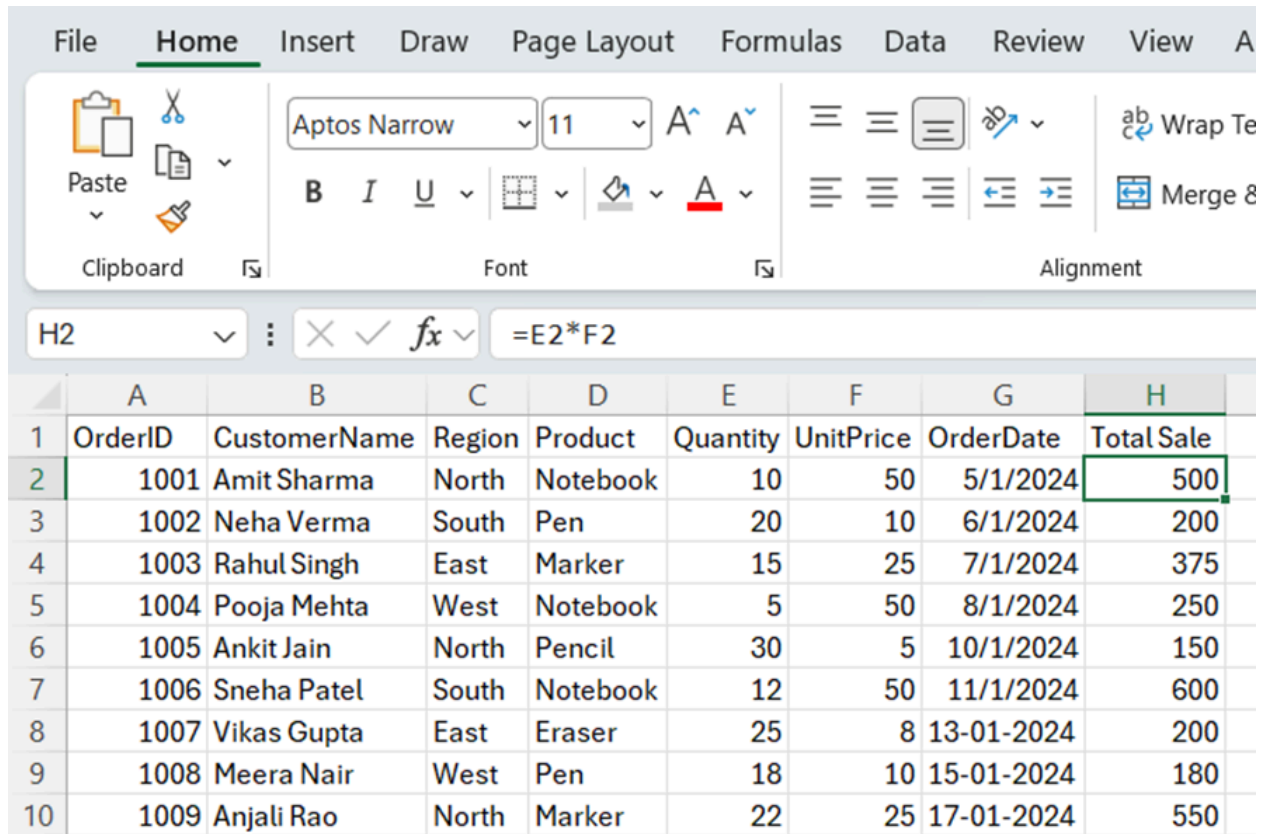
The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The formula bar displays the formula `=COUNTA(B1:B51)` in cell I6. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J
1	OrderID	CustomerName	Region	Product	Quantity	UnitPrice	OrderDate			
2	1001	Amit Sharma	North	Notebook	10	50	5/1/2024			
3	1002	Neha Verma	South	Pen	20	10	6/1/2024			
4	1003	Rahul Singh	East	Marker	15	25	7/1/2024			
5	1004	Pooja Mehta	West	Notebook	5	50	8/1/2024		Total Customer	
6	1005	Ankit Jain	North	Pencil	30	5	10/1/2024		51	
7	1006	Sneha Patel	South	Notebook	12	50	11/1/2024			
8	1007	Vikas Gupta	East	Eraser	25	8	13-01-2024			
9	1008	Meera Nair	West	Pen	18	10	15-01-2024			
10	1009	Anjali Rao	North	Marker	22	25	17-01-2024			

- 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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	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.

Excel Basics Assignment Answers

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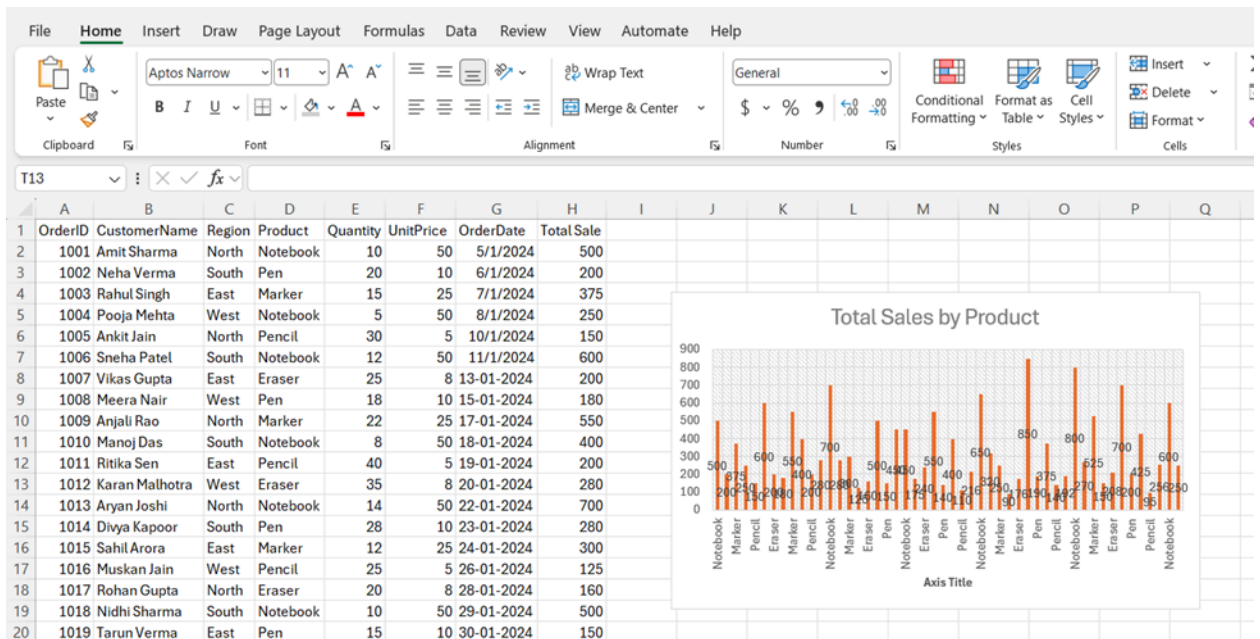
fx

=SUMIFS(H2:H51,D2:D51,"Notebook",C2:C51,"North")

	A	B	C	D	E	F	G	H	I
1	OrderID	CustomerName	Region	Product	Quantity	UnitPrice	OrderDate	Total Sale	Total sales of Notebooks in the North region
2	1001	Amit Sharma	North	Notebook	10	50	5/1/2024	500	2900
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	
11	1010	Manoj Das	South	Notebook	8	50	18-01-2024	400	
12	1011	Ritika Sen	East	Pencil	40	5	19-01-2024	200	
13	1012	Karan Malhotra	West	Eraser	35	8	20-01-2024	280	
14	1013	Aryan Joshi	North	Notebook	14	50	22-01-2024	700	
15	1014	Divya Kapoor	South	Pen	28	10	23-01-2024	280	

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

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

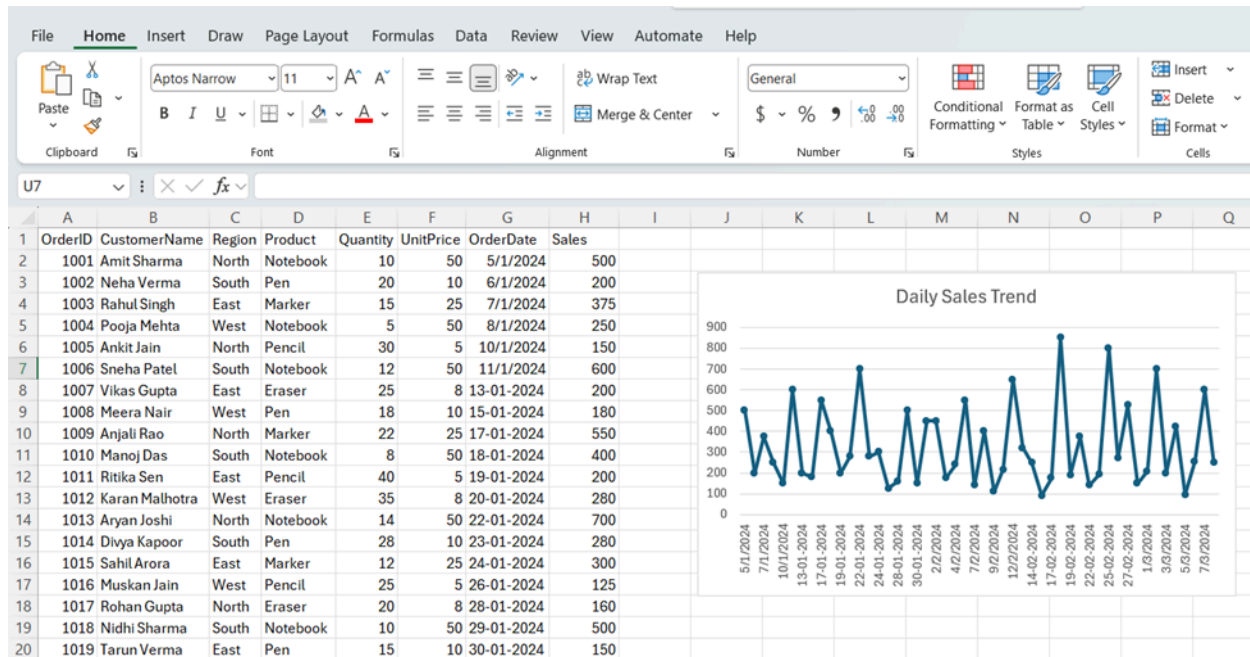


- Solutions Steps :

Excel Basics Assignment Answers

- 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”