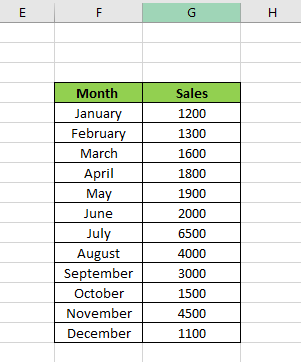
# **Practical No – 01**

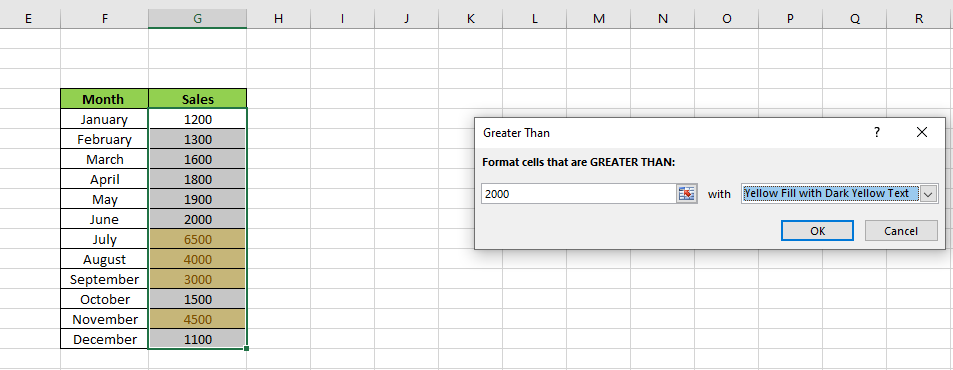
# **Introduction to Excel**

A. Perform Conditional formatting on a dataset using various criteria.

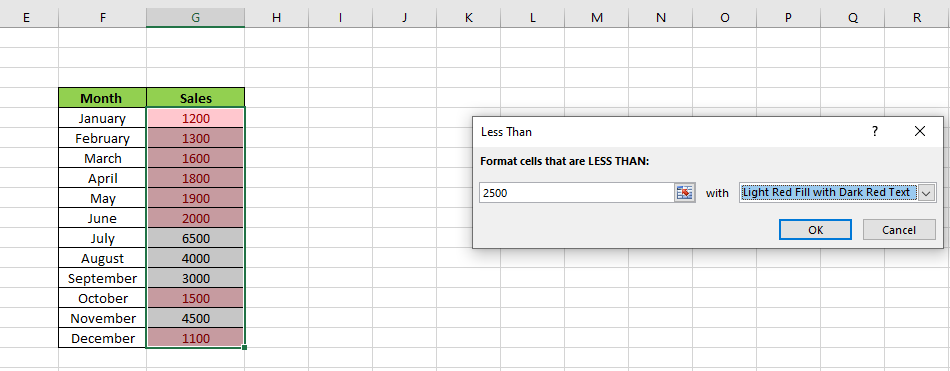
**Step1**: Create a Table as Given Below



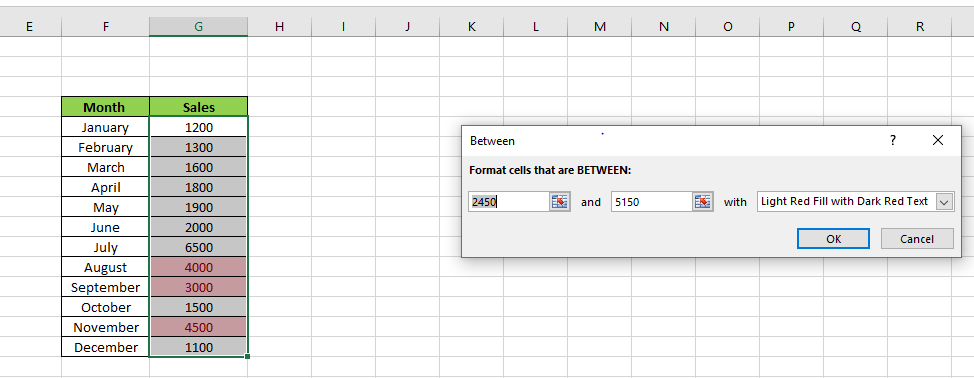
**Step2**: Conditional Formatting for Greater than



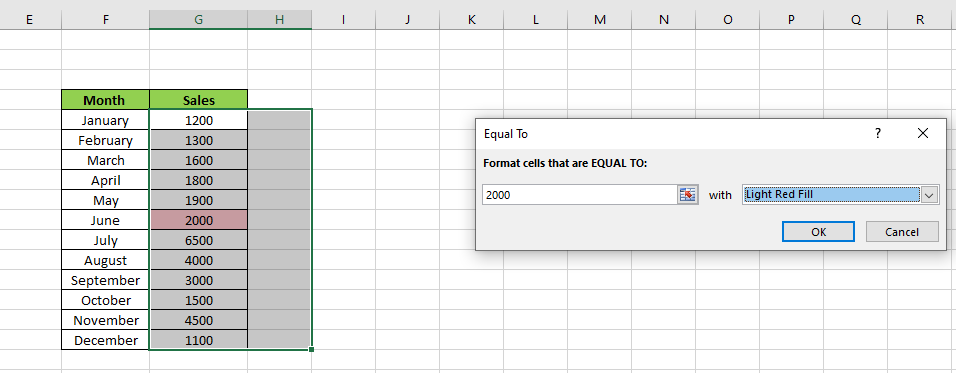
**Step3**: Conditional Formatting for Less than



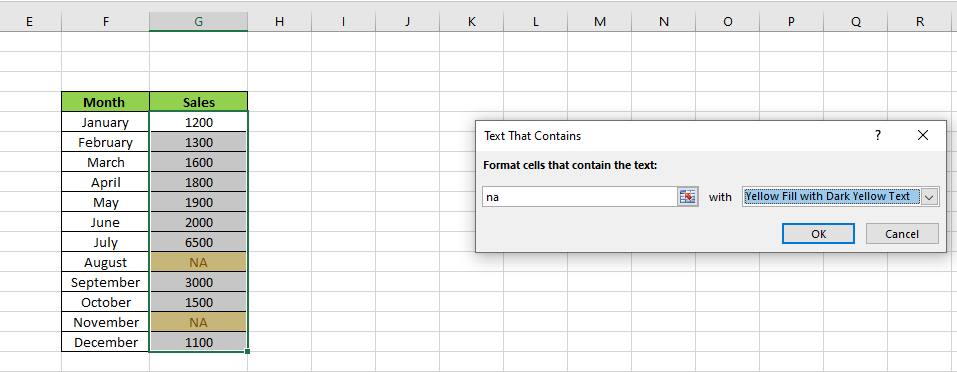
**Step4**: Conditional Formatting for in Between Values



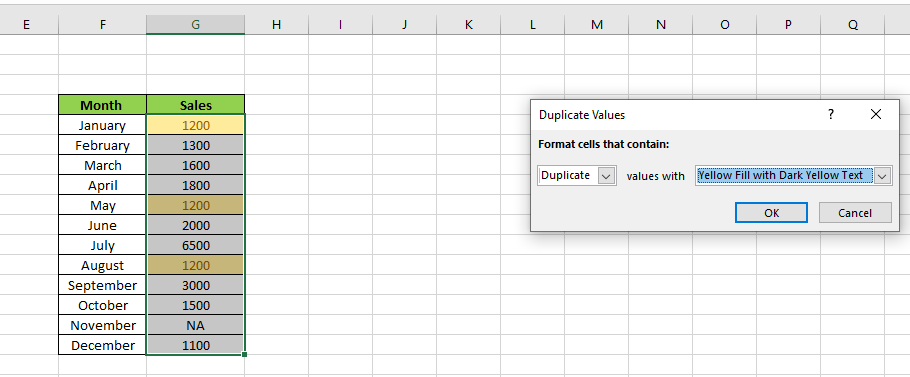
**Step5**: Conditional Formatting for Equal to Values



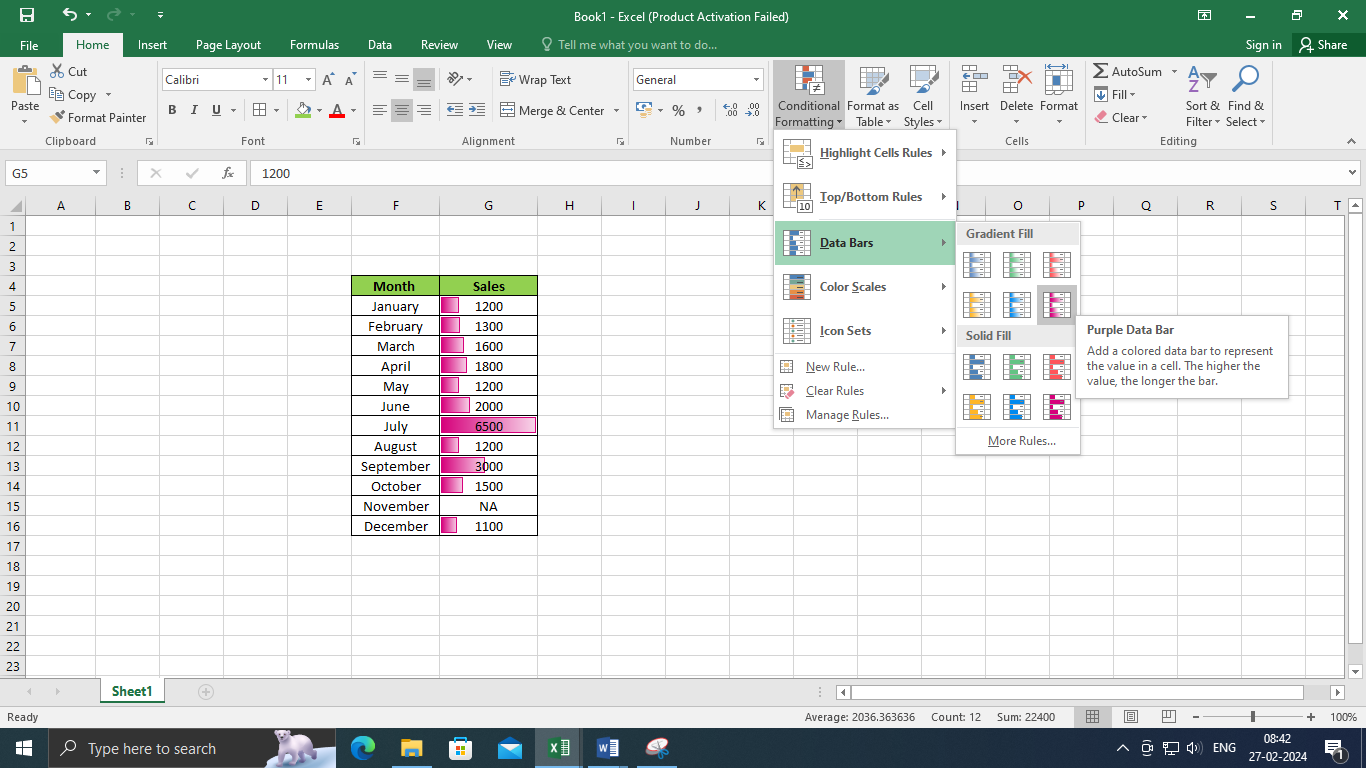
**Step6**: Conditional Formatting for Text That Contains NA



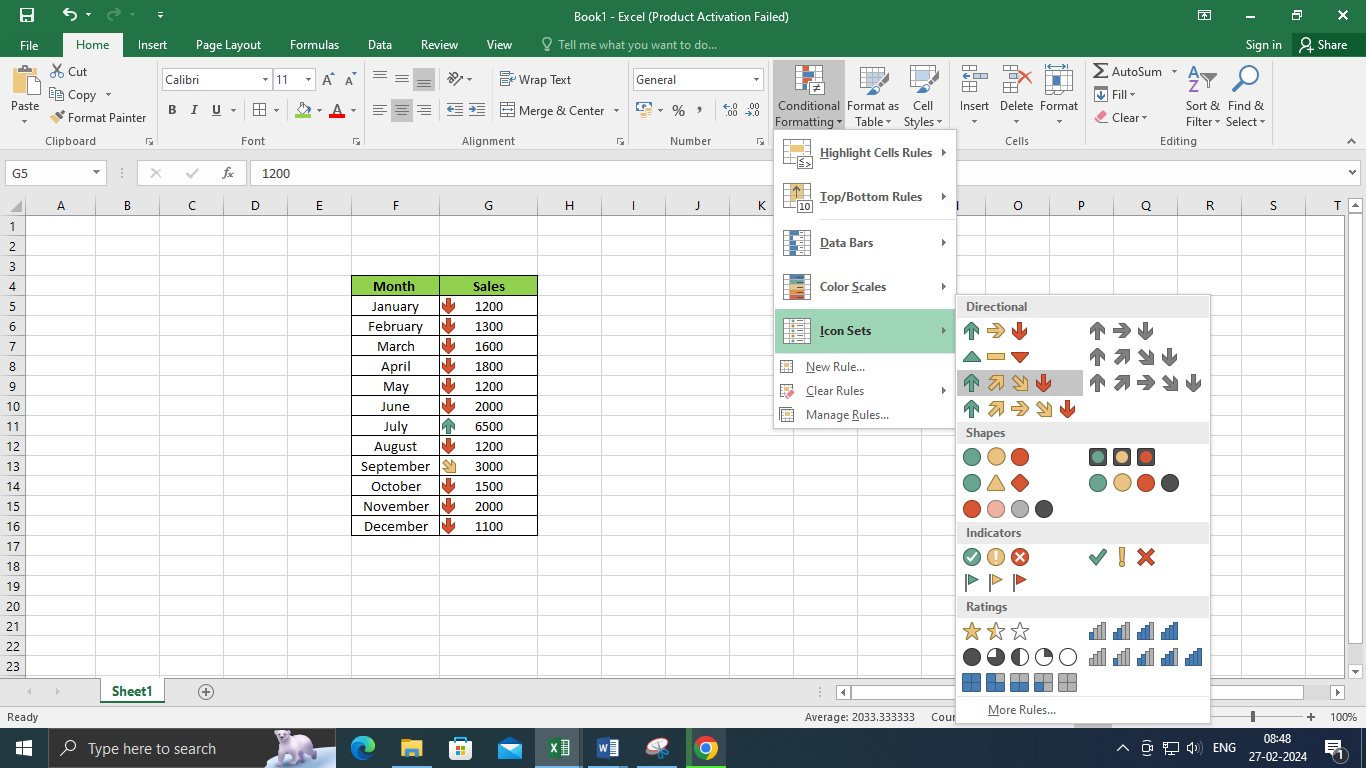
**Step7**: Conditional Formatting for Duplicate Values



**Step8**: Conditional Formatting for Data Bars



**Step9**: Conditional Formatting for Icons Set

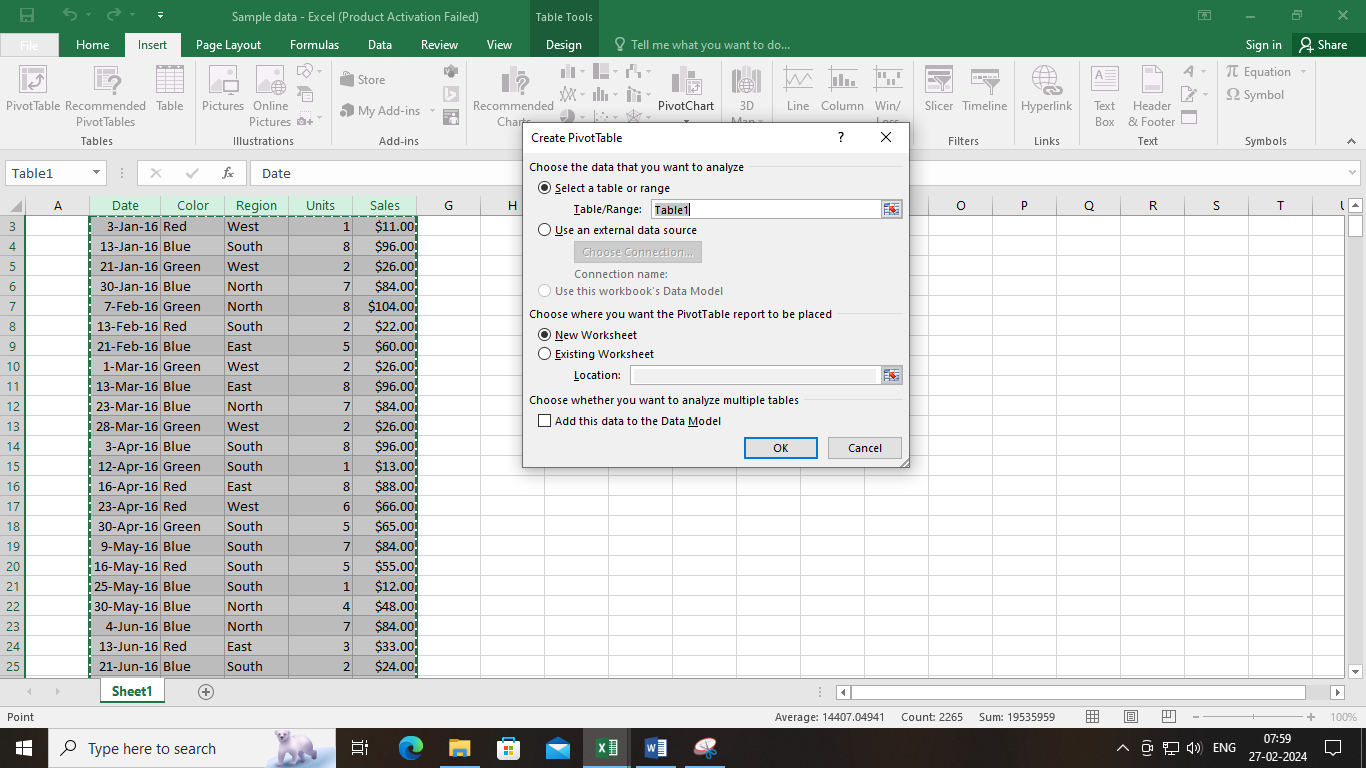


B. Create A pivot table to analyze and summarize data.

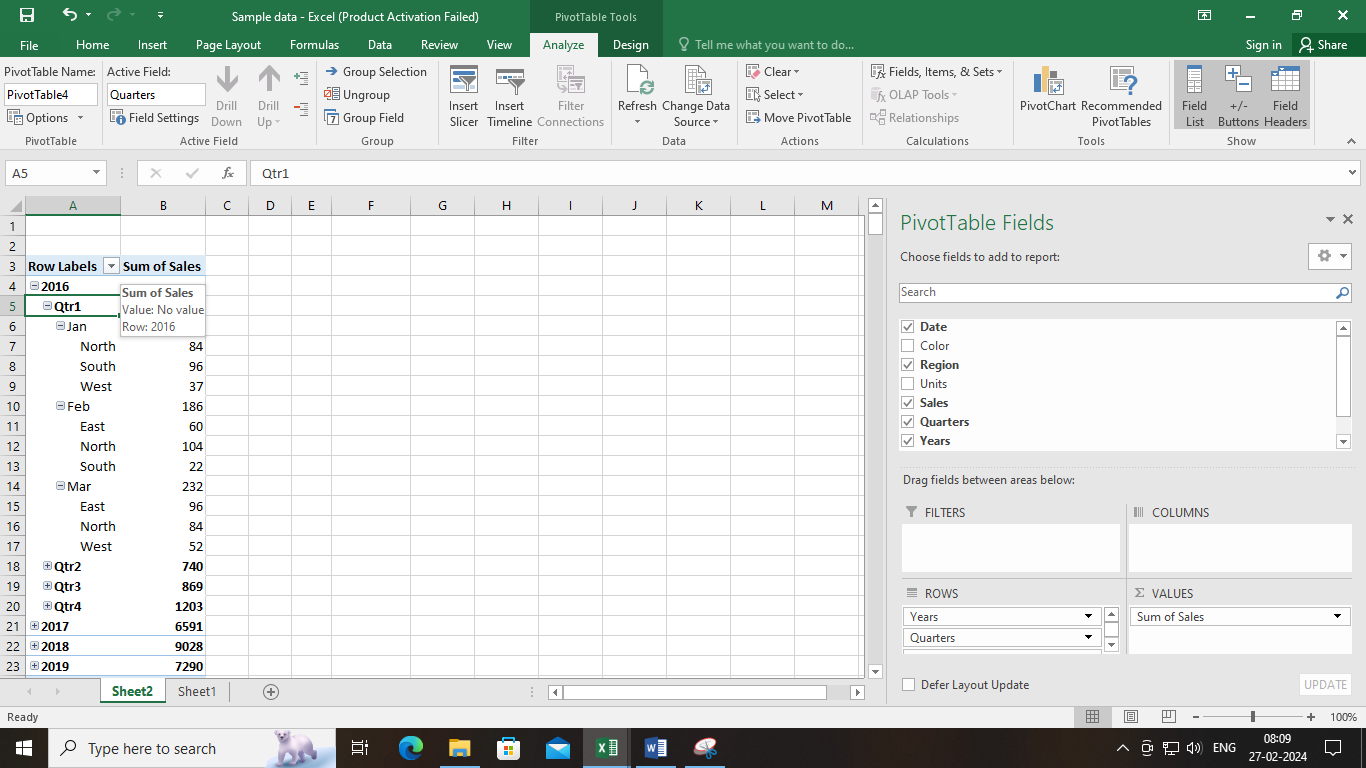
**Step1**: Create a Sample data



**Step2**: Insert pivot table



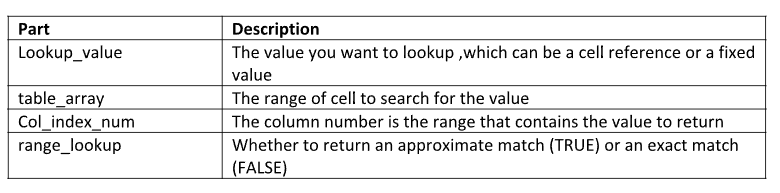
**Step3**: Analysis and Summary of data



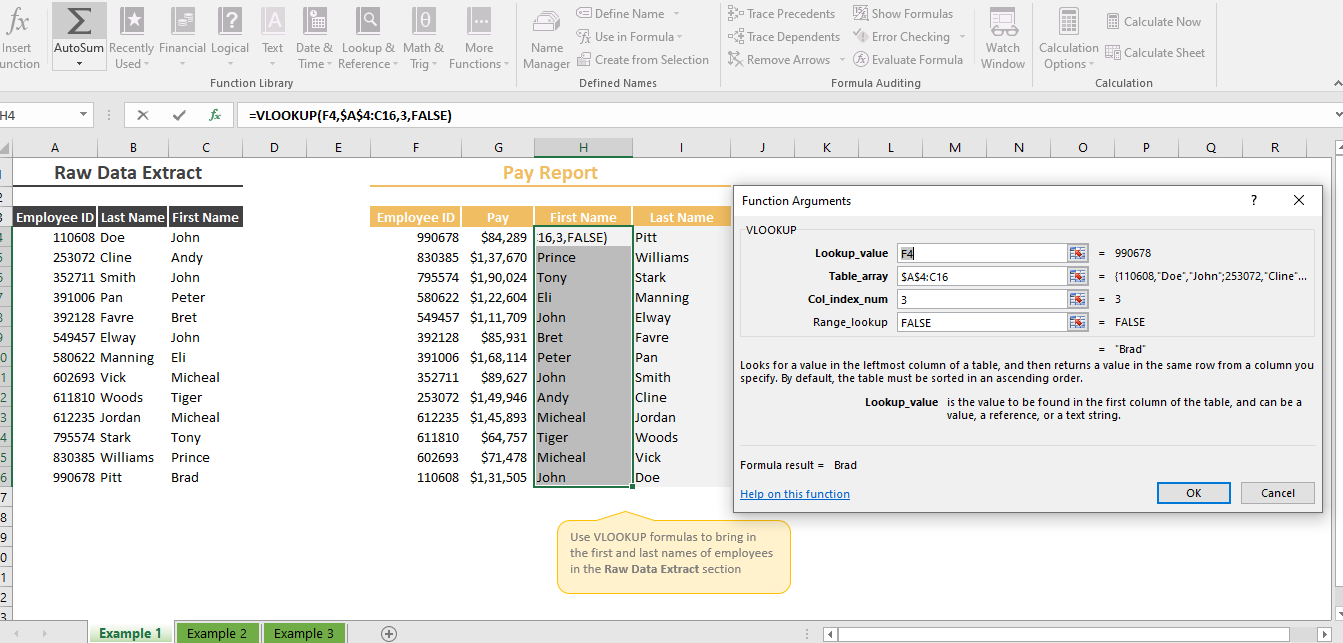
C. Use VLOOKUP function to retrieve information from a different worksheet or table.

The VLOOKUP formula in Microsoft Excel is :

**=VLOOKUP(lookup\_value,table\_array,col\_index\_num,[range\_lookup])**

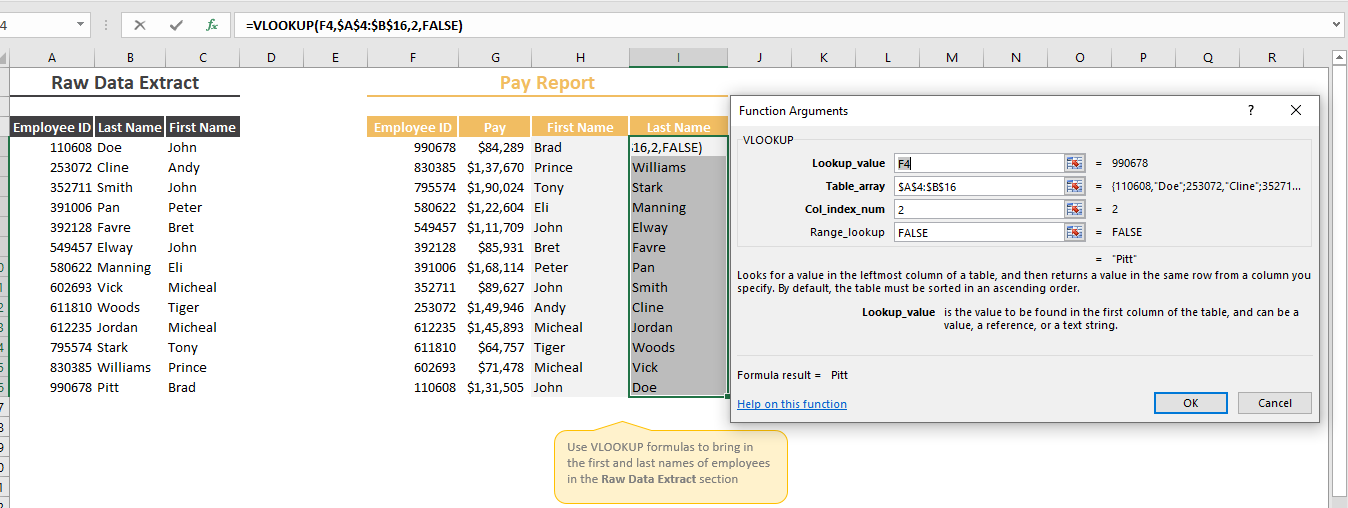
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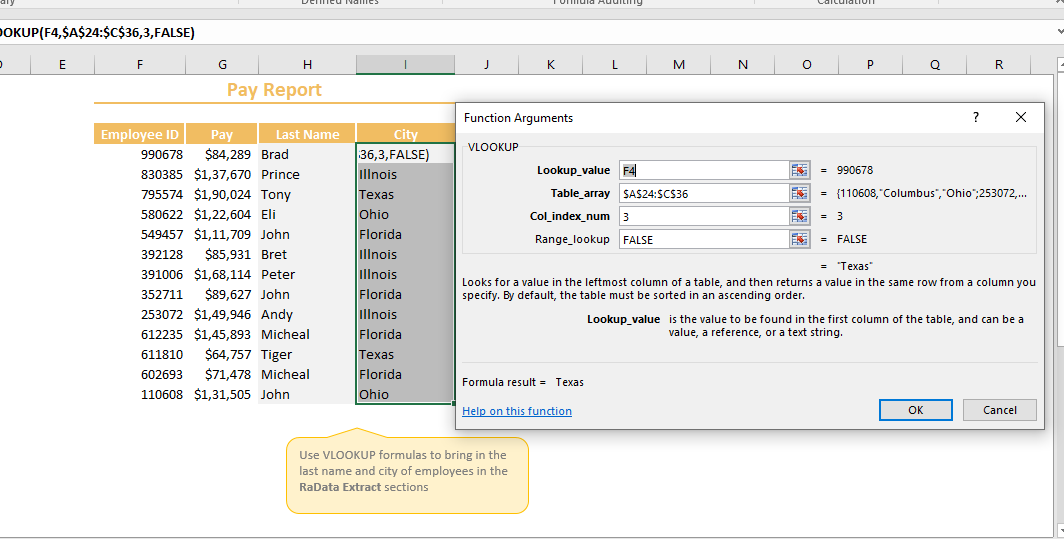
**Step1**: Retrieve the First Name



**Step2**: Retrieve the Last Name

=VLOOKUP(F4,$A$3:$C$16,3,FALSE)



**Step3**: Retrieve the City Name

**Step4**: Retrieve the Pay Band

