

1.ADD THE DATA TO THE SPREADSHEET

data to the spreadsheet - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

Q21

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Segment	Country	Product	Discount	Units Sold	Manufact	Sale Price	Gross Sales	Discounts	Sales		COGS	Profit									
2	Small Busi	Mexico	Paseo	None	788	₹ 10.00	₹ 300.00	₹ 236,400.00	₹ -	₹ 236,400.00		₹ 197,000.00	₹ 39,400.00									
3	Enterprise	United Sta	Carretera	Low	330	₹ 3.00	₹ 125.00	₹ 41,250.00	₹ 412.50	₹ 40,837.50	₹ 40,425.00	₹ 39,600.00	₹ 1,237.50									
4	Small Busi	United Sta	Montana	Low	2498	₹ 5.00	₹ 300.00	₹ 749,400.00	₹ 7,494.00	₹ 741,906.00		₹ 624,500.00	₹ 117,406.00									
5	Small Busi	Germany	Paseo	Medium	1123	₹ 10.00	₹ 300.00	₹ 336,900.00	₹ 23,583.00	₹ 313,317.00		₹ 280,750.00	₹ 32,567.00									
6	Enterprise	Germany	Amarilla	Medium	994	₹ 260.00	₹ 125.00	₹ 124,250.00	₹ 8,697.50	₹ 115,552.50		₹ 119,280.00	₹ -3,727.50									
7	Small Busi	Canada	Montana	Medium	1283	₹ 5.00	₹ 300.00	₹ 384,900.00	₹ 30,792.00	₹ 354,108.00		₹ 320,750.00	₹ 33,358.00									
8	Small Busi	France	Montana	Medium	322	₹ 5.00	₹ 300.00	₹ 96,600.00	₹ 8,694.00	₹ 87,906.00		₹ 80,500.00	₹ 7,406.00									
9	Enterprise	Mexico	Amarilla	High	947	₹ 260.00	₹ 125.00	₹ 118,375.00	₹ 13,021.25	₹ 105,353.75		₹ 113,640.00	₹ -8,286.25									
10	Enterprise	Canada	Carretera	High	2416	₹ 3.00	₹ 125.00	₹ 302,000.00	₹ 36,240.00	₹ 265,760.00		₹ 289,920.00	₹ -24,160.00									
11	Enterprise	France	Carretera	High	1023	₹ 3.00	₹ 125.00	₹ 127,875.00	₹ 17,902.50	₹ 109,972.50		₹ 122,760.00	₹ -12,787.50									
12	Enterprise	Canada	Montana	None	345	₹ 5.00	₹ 125.00	₹ 43,125.00	₹ -	₹ 43,125.00		₹ 41,400.00	₹ 1,725.00									
13	Enterprise	Canada	Velo	None	345	₹ 120.00	₹ 125.00	₹ 43,125.00	₹ -	₹ 43,125.00		₹ 41,400.00	₹ 1,725.00									
14	Small Busi	Mexico	Carretera	Low	494	₹ 3.00	₹ 300.00	₹ 148,200.00	₹ 1,482.00	₹ 146,718.00		₹ 123,500.00	₹ 23,218.00									
15	Enterprise	United Sta	Montana	Low	663	₹ 5.00	₹ 125.00	₹ 82,875.00	₹ 828.75	₹ 82,046.25		₹ 79,560.00	₹ 2,486.25									
16	Enterprise	United Sta	Velo	Low	663	₹ 120.00	₹ 125.00	₹ 82,875.00	₹ 828.75	₹ 82,046.25		₹ 79,560.00	₹ 2,486.25									
17	Small Busi	Mexico	VTT	Low	494	₹ 250.00	₹ 300.00	₹ 148,200.00	₹ 1,482.00	₹ 146,718.00		₹ 123,500.00	₹ 23,218.00									
18	Small Busi	Germany	Carretera	Low	214	₹ 3.00	₹ 300.00	₹ 64,200.00	₹ 1,284.00	₹ 62,916.00		₹ 53,500.00	₹ 9,416.00									
19	Enterprise	Germany	Paseo	Low	809	₹ 10.00	₹ 125.00	₹ 101,125.00	₹ 2,022.50	₹ 99,102.50		₹ 97,080.00	₹ 2,022.50									
20	Enterprise	Mexico	Paseo	Low	2145	₹ 10.00	₹ 125.00	₹ 268,125.00	₹ 5,362.50	₹ 262,762.50		₹ 257,400.00	₹ 5,362.50									
21	Enterprise	Germany	Velo	Low	809	₹ 120.00	₹ 125.00	₹ 101,125.00	₹ 2,022.50	₹ 99,102.50		₹ 97,080.00	₹ 2,022.50									
22	Enterprise	Mexico	Velo	Low	2145	₹ 120.00	₹ 125.00	₹ 268,125.00	₹ 5,362.50	₹ 262,762.50		₹ 257,400.00	₹ 5,362.50									
23																						
24																						
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Sheet1

Ready Accessibility: Good to go

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2.USE SUM TO ADD ALL THE TOTAL OF THE PRICES – MANUFACTURING PRICES, GROSS SALES, SALES, PROFIT

SUM - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

R4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Segment	Country	Product	Discount	Units Sold	Manufacturing Price	Sale Price	Gross Sales	Discounts	Sales	COGS	Profit											
4	Small Business	United States of America	Montana	Low	2498	₹ 5.00	₹ 300.00	₹ 749,400.00	₹ 7,494.00	₹ 741,906.00	₹ 624,500.00	₹ 117,406.00											
5	Small Business	Germany	Paseo	Medium	1123	₹ 10.00	₹ 300.00	₹ 336,900.00	₹ 23,583.00	₹ 313,317.00	₹ 280,750.00	₹ 32,567.00											
6	Enterprise	Germany	Amarilla	Medium	994	₹ 260.00	₹ 125.00	₹ 124,250.00	₹ 8,697.50	₹ 115,552.50	₹ 119,280.00	₹ -3,727.50											
7	Small Business	Canada	Montana	Medium	1283	₹ 5.00	₹ 300.00	₹ 384,900.00	₹ 30,792.00	₹ 354,108.00	₹ 320,750.00	₹ 33,358.00											
8	Small Business	France	Montana	Medium	322	₹ 5.00	₹ 300.00	₹ 96,600.00	₹ 8,694.00	₹ 87,906.00	₹ 80,500.00	₹ 7,406.00											
9	Enterprise	Mexico	Amarilla	High	947	₹ 260.00	₹ 125.00	₹ 118,375.00	₹ 13,021.25	₹ 105,353.75	₹ 113,640.00	₹ -8,286.25											
10	Enterprise	Canada	Carretera	High	2416	₹ 3.00	₹ 125.00	₹ 302,000.00	₹ 36,240.00	₹ 265,760.00	₹ 289,920.00	₹ -24,160.00											
11	Enterprise	France	Carretera	High	1023	₹ 3.00	₹ 125.00	₹ 127,875.00	₹ 17,902.50	₹ 109,972.50	₹ 122,760.00	₹ -12,787.50											
12	Enterprise	Canada	Montana	None	345	₹ 5.00	₹ 125.00	₹ 43,125.00	₹ -	₹ 43,125.00	₹ 41,400.00	₹ 1,725.00											
13	Enterprise	Canada	Velo	None	345	₹ 120.00	₹ 125.00	₹ 43,125.00	₹ -	₹ 43,125.00	₹ 41,400.00	₹ 1,725.00											
14	Small Business	Mexico	Carretera	Low	494	₹ 3.00	₹ 300.00	₹ 148,200.00	₹ 1,482.00	₹ 146,718.00	₹ 123,500.00	₹ 23,218.00											
15	Enterprise	United States of America	Montana	Low	663	₹ 5.00	₹ 125.00	₹ 82,875.00	₹ 828.75	₹ 82,046.25	₹ 79,560.00	₹ 2,486.25											
16	Enterprise	United States of America	Velo	Low	663	₹ 120.00	₹ 125.00	₹ 82,875.00	₹ 828.75	₹ 82,046.25	₹ 79,560.00	₹ 2,486.25											
17	Small Business	Mexico	VTT	Low	494	₹ 250.00	₹ 300.00	₹ 148,200.00	₹ 1,482.00	₹ 146,718.00	₹ 123,500.00	₹ 23,218.00											
18	Small Business	Germany	Carretera	Low	214	₹ 3.00	₹ 300.00	₹ 64,200.00	₹ 1,284.00	₹ 62,916.00	₹ 53,500.00	₹ 9,416.00											
19	Enterprise	Germany	Paseo	Low	809	₹ 10.00	₹ 125.00	₹ 101,125.00	₹ 2,022.50	₹ 99,102.50	₹ 97,080.00	₹ 2,022.50											
20	Enterprise	Mexico	Paseo	Low	2145	₹ 10.00	₹ 125.00	₹ 268,125.00	₹ 5,362.50	₹ 262,762.50	₹ 257,400.00	₹ 5,362.50											
21	Enterprise	Germany	Velo	Low	809	₹ 120.00	₹ 125.00	₹ 101,125.00	₹ 2,022.50	₹ 99,102.50	₹ 97,080.00	₹ 2,022.50											
22	Enterprise	Mexico	Velo	Low	2145	₹ 120.00	₹ 125.00	₹ 268,125.00	₹ 5,362.50	₹ 262,762.50	₹ 257,400.00	₹ 5,362.50											
23						₹ 1,380.00	₹ 4,025.00	₹ 3,869,050.00		₹ 3,701,537.75		₹ 261,457.75											
24																							
25																							

Sheet1

Ready Accessibility: Investigate

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### 3.INSERT A COLUMN BESIDE SALES, AND USE SUBTRACT DISCOUNT FROM SALES

**File Home Insert Page Layout Formulas Data Review View Help** Tell me what you want to do

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**Clipboard** Font Alignment Number Conditional Formatting Styles Cells Editing

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
#	Segment	Country	Product	Discount Name	Units Sold	Manufacturing Price	Sale Price	Gross Sales	Discounts	Sales	COGS	Profit																
1	Small Business Enterprise	Mexico	Peso	High	788	\$ 10.00	\$ 300.00	\$ 236,400.00	\$ -	\$ 236,400.00	\$ 197,000.00	\$ 36,400.00																
2	Enterprise	United States of America	Carreter	Low	330	\$ 3.00	\$ 125.00	\$ 41,250.00	\$ 412.50	\$ 40,837.50	\$ 40,425.00	\$ 39,600.00	\$ 1,237.50															
3	Small Business Enterprise	United States of America	Montana	Low	2488	\$ 5.00	\$ 300.00	\$ 749,400.00	\$ 7,494.00	\$ 741,906.00	\$ 734,412.00	\$ 624,500.00	\$ 117,406.00															
4	Small Business Enterprise	Germany	Peso	Medium	1223	\$ 10.00	\$ 300.00	\$ 336,900.00	\$ 33,583.00	\$ 303,317.00	\$ 289,734.00	\$ 280,750.00	\$ 32,567.00															
5	Business Enterprise	Germany	Anerilla	Medium	994	\$ 260.00	\$ 125.00	\$ 124,250.00	\$ 8,697.50	\$ 115,552.50	\$ 106,855.00	\$ 119,280.00	\$ -3,727.50															
6	Small Business Enterprise	Canada	Montana	Medium	1283	\$ 5.00	\$ 500.00	\$ 584,500.00	\$ 50,792.00	\$ 534,108.00	\$ 525,516.00	\$ 520,750.00	\$ 53,358.00															
7	Small Business Enterprise	France	Montana	Medium	322	\$ 5.00	\$ 500.00	\$ 96,600.00	\$ 8,654.00	\$ 87,906.00	\$ 79,212.00	\$ 80,500.00	\$ 7,406.00															
8	Enterprise	Mexico	Anerilla	High	947	\$ 260.00	\$ 125.00	\$ 118,375.00	\$ 13,021.25	\$ 105,353.75	\$ 92,332.50	\$ 113,640.00	\$ -8,286.25															
9	Enterprise	Canada	Carreter	High	2418	\$ 8.00	\$ 125.00	\$ 102,000.00	\$ 18,240.00	\$ 83,760.00	\$ 229,520.00	\$ 289,920.00	\$ -24,160.00															
10	Enterprise	France	Carreter	High	1023	\$ 5.00	\$ 125.00	\$ 127,875.00	\$ 17,902.50	\$ 109,972.50	\$ 92,070.00	\$ 122,760.00	\$ -11,787.50															
11	Enterprise	Canada	Montana	None	345	\$ 5.00	\$ 125.00	\$ 43,125.00	\$ -	\$ 43,125.00	\$ 41,400.00	\$ 1,725.00																
12	Enterprise	Canada	Velo	None	545	\$ 120.00	\$ 125.00	\$ 43,125.00	\$ -	\$ 43,125.00	\$ 41,400.00	\$ 1,725.00																
13	Small Business Enterprise	Mexico	Carreter	Low	494	\$ 3.00	\$ 300.00	\$ 148,200.00	\$ 1,482.00	\$ 146,718.00	\$ 145,236.00	\$ 123,500.00	\$ 23,218.00															
14	Business Enterprise	United States of America	Montana	Low	663	\$ 5.00	\$ 125.00	\$ 82,875.00	\$ 828.75	\$ 82,046.25	\$ 81,217.50	\$ 79,560.00	\$ 2,486.25															
15	Enterprise	United States of America	Velo	Low	663	\$ 120.00	\$ 125.00	\$ 82,875.00	\$ 828.75	\$ 82,046.25	\$ 81,217.50	\$ 79,560.00	\$ 2,486.25															
16	Small Business Enterprise	Mexico	VTT	Low	494	\$ 250.00	\$ 300.00	\$ 148,200.00	\$ 1,482.00	\$ 146,718.00	\$ 145,236.00	\$ 123,500.00	\$ 23,218.00															
17	Small Business Enterprise	Germany	Carreter	Low	214	\$ 3.00	\$ 300.00	\$ 64,200.00	\$ 1,284.00	\$ 62,916.00	\$ 61,632.00	\$ 53,500.00	\$ 9,416.00															
18	Enterprise	Germany	Peso	Low	809	\$ 10.00																						

#### 4.FREEZE THE FIRST ROW

(i)

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Normal Page Break Preview Page Custom Workbook Views

Zoom 100% Zoom to Selection

Freeze Panes

Unfreeze Panes  
Unlock all rows and columns to scroll through the entire worksheet.

Freeze Top Row  
Keep the top row visible while scrolling through the rest of the worksheet.

Freeze First Column  
Keep the first column visible while scrolling through the rest of the worksheet.

	A	B	C	D	E	F	G	H	I	J
	Segment	Country	Product	Discount band	Units Sold	Manufacturing Price	Sale Price	Gross Sales	Discounts	Sales
1	Small Business	Mexico	Pesso	Low	788	\$ 300	\$ 236,400.00	\$ -	\$ 236,400.00	
2	Enterprise	United States of America	Carreter	Low	330	\$ 3.00	\$ 125.00	\$ 41,250.00	\$ 412.50	\$ 40,837.50
3	Small Business	United States of America	Montana	Low	2498	\$ 5.00	\$ 300.00	\$ 749,400.00	\$ 7,494.00	\$ 741,906.00
4	Small Business	Germany	Pesso	Medium	1123	\$ 300.00	\$ 336,900.00	\$ 23,583.00	\$ 313,317.00	\$ 289,734.00
5	Enterprise	Germany	Amerilla	Medium	994	\$ 200.00	\$ 125.00	\$ 124,250.00	\$ 8,697.50	\$ 115,552.50
6	Small Business	Canada	Montana	Medium	1283	\$ 5.00	\$ 300.00	\$ 584,900.00	\$ 50,792.00	\$ 534,108.00
7	Small Business	France	Montana	Medium	822	\$ 5.00	\$ 300.00	\$ 95,600.00	\$ 8,694.00	\$ 87,906.00
8	Enterprise	Mexico	Amerilla	High	947	\$ 260.00	\$ 125.00	\$ 118,375.00	\$ 13,021.25	\$ 105,353.75
9	Enterprise	Canada	Carreter	High	2416	\$ 8.00	\$ 125.00	\$ 802,000.00	\$ 36,240.00	\$ 765,760.00
10	Enterprise	France	Carreter	High	1023	\$ 3.00	\$ 125.00	\$ 127,875.00	\$ 17,902.50	\$ 109,972.50
11	Enterprise	Canada	Montana	None	345	\$ 3.00	\$ 125.00	\$ 43,125.00	\$ 41,400.00	\$ 1,725.00
12	Enterprise	Canada	Velo	None	845	\$ 120.00	\$ 125.00	\$ 45,125.00	\$ -	\$ 45,125.00
13	Small Business	Mexico	Carreter	Low	494	\$ 3.00	\$ 300.00	\$ 148,200.00	\$ 1,482.00	\$ 146,718.00
14	Enterprise	United States of America	Montana	Low	663	\$ 5.00	\$ 125.00	\$ 82,875.00	\$ 828.75	\$ 82,046.25
15	Enterprise	United States of America	Velo	Low	663	\$ 120.00	\$ 125.00	\$ 82,875.00	\$ 828.75	\$ 82,046.25
16	Small Business	Mexico	VTT	Low	494	\$ 250.00	\$ 300.00	\$ 148,200.00	\$ 1,482.00	\$ 146,718.00
17	Small Business	Germany	Carreter	Low	214	\$ 3.00	\$ 300.00	\$ 64,200.00	\$ 1,284.00	\$ 62,916.00
18	Enterprise	Germany	Pesso	Low	809	\$ 10.00	\$ 125.00	\$ 101,125.00	\$ 2,022.50	\$ 99,102.50
19	Enterprise	Mexico	Pesso	Low	2145	\$ 10.00	\$ 125.00	\$ 268,125.00	\$ 5,362.50	\$ 262,762.50
20	Enterprise	Germany	Velo	Low	809	\$ 120.00	\$ 125.00	\$ 101,125.00	\$ 2,022.50	\$ 99,102.50
21	Enterprise	Mexico	Velo	Low	2145	\$ 120.00	\$ 125.00	\$ 268,125.00	\$ 5,362.50	\$ 262,762.50
22						\$ 1,330.00	\$ 4,025.00	\$ 3,889,050.00	\$ 3,705,337.75	\$ 261,457.75

Sheet1



