**Lab 1: Spreadsheet Basics**

1. Open the Sample\_Sales\_Data.csv file in Excel/Google Sheets.
2. Explore the dataset: identify how many rows and columns it has.
3. Format the sheet:
   * Bold the headers.
   * Adjust column widths.
   * Add borders to make it more readable.
4. Insert a new column called **“Discount (%)”**.

**Lab 2: Formulas & Functions**

1. Calculate the following:
   * Total number of units sold.
   * Average unit price.
   * Highest sales value.
   * Lowest sales value.
2. Add a column **“Discount Amount”**:
   * If Total Sales > 5000 → discount = 10% of Total Sales.
   * Otherwise → discount = 5% of Total Sales.

**Lab 3: Data Cleaning**

1. Create a few duplicates in the dataset.
2. Remove duplicates using Excel/Google Sheets tools.
3. Convert all Sales Rep names to **Proper Case**.
4. Remove extra spaces from the Product column using a function.

**Lab 4: Sorting & Filtering**

1. Sort the data by **Region** (A → Z).
2. Sort again by **Total Sales** (Largest → Smallest).
3. Apply filters to:
   * Show only “North” region sales.
   * Show only sales above 3000.
   * Show only sales of “Laptop” and “Printer”.

**Lab 5: Lookup Functions**

1. Create a new sheet called **“Product Prices”** with two columns:
   * Product | Standard Price
   * (Fill in prices manually for each product).
2. Use a lookup function to bring each product’s Standard Price into the sales dataset.
3. Add a new column **“Below Standard?”** that compares the Unit Price with the Standard Price and marks “Yes” or “No”.

**Lab 6: Pivot Tables**

1. Create a Pivot Table showing total sales by **Region**.
2. Create another Pivot Table showing total sales by **Product**.
3. Create a Pivot Table showing average units sold by **Sales Rep**.
4. Add a Pivot Chart to visualize **Sales by Region**.

Students should complete each lab step and save their work.