# **Excel Exercises for Beginners**

# Text to Columns

**Exercise 1: Simple - Splitting Names (Simple)**

**Sample Data:**

Full Name

John Smith

Mary Johnson

Robert Williams

Susan Brown

Michael Davis

**Instructions:**

1. Create a new Excel workbook and enter the sample data in column A starting from A1
2. Select cells A2:A6
3. Go to the Data tab and click on "Text to Columns"
4. Choose "Delimited" and click Next
5. Check the "Space" delimiter and click Next
6. Click Finish
7. The first names should now appear in column A and last names in column B

**Exercise 2: Medium - Splitting Date and Time**

**Sample Data:**

DateTime

2025-05-10 09:30:15

2025-05-11 14:45:22

2025-05-12 08:15:00

2025-05-13 16:30:45

2025-05-14 11:20:30

**Instructions:**

1. Enter the sample data in column A starting from A1
2. Select cells A2:A6
3. Go to the Data tab and click on "Text to Columns"
4. Choose "Delimited" and click Next
5. Check the "Space" delimiter and click Next
6. Click Finish
7. Format column A to show only the date and column B to show only the time
8. Create a formula in column C that calculates the day of the week for each date

**Exercise 3: Medium - Parsing CSV Data**

**Sample Data:**

Product Info

Widget123,Red,19.99,Small

Gadget456,Blue,24.99,Medium

Tool789,Green,15.99,Large

Device321,Yellow,29.99,Extra Large

Item654,Black,9.99,Small

**Instructions:**

1. Enter the sample data in column A starting from A1
2. Select cells A2:A6
3. Go to the Data tab and click on "Text to Columns"
4. Choose "Delimited" and click Next
5. Check the "Comma" delimiter and click Next
6. Click Finish
7. Add appropriate headers in row 1: "Product ID", "Color", "Price", "Size"
8. Format column C as Currency

# Concatenate

**Exercise 1: Simple - Joining First and Last Names**

**Sample Data:**

First Name | Last Name

David | Johnson

Sarah | Miller

James | Wilson

Emily | Taylor

Daniel | Anderson

**Instructions:**

1. Enter the sample data in columns A and B, with headers in row 1
2. In cell C1, enter "Full Name" as the header
3. In cell C2, type: =A2&" "&B2
4. Press Enter and copy the formula down to cells C3:C6
5. The full names should appear in column C

**Exercise 2: Simple - Creating Email Addresses**

**Sample Data:**

First Name | Last Name | Domain

Thomas | Wright | example.com

Jessica | Lee | company.org

Richard | Scott | business.net

Jennifer | Baker | school.edu

Christopher | Adams | service.co

**Instructions:**

1. Enter the sample data in columns A, B, and C with headers in row 1
2. In cell D1, enter "Email Address" as the header
3. In cell D2, type: =LOWER(LEFT(A2,1))&LOWER(B2)&"@"&C2
4. Press Enter and copy the formula down to cells D3:D6
5. This will create email addresses like [twright@example.com](mailto:twright@example.com)

**Exercise 3: Medium - Creating Product Descriptions**

**Sample Data:**

Brand | Product | Color | Size | Price

TechGear | Headphones | Black | Large | 59.99

SportFit | Shoes | White | Medium | 89.99

HomeStyle | Lamp | Silver | Small | 34.99

FoodMaster | Blender | Red | Standard | 49.99

OutdoorLife | Tent | Green | XL | 129.99

**Instructions:**

1. Enter the sample data in columns A-E with headers in row 1
2. In cell F1, enter "Description" as the header
3. In cell F2, type: =A2&" "&B2&", "&C2&", Size: "&D2&", $"&E2
4. Press Enter and copy the formula down to cells F3:F6
5. Format the descriptions as needed to appear professional

# The Concatenate Function

**Exercise 1: Simple - Creating Full Addresses**

**Sample Data:**

Street | City | State | ZIP

123 Main St | Springfield | IL | 62701

456 Oak Ave | Riverdale | NY | 10471

789 Pine Rd | Lakewood | CA | 90712

321 Maple Dr | Arlington | TX | 76010

654 Elm Blvd | Portland | OR | 97201

**Instructions:**

1. Enter the sample data in columns A-D with headers in row 1
2. In cell E1, enter "Full Address" as the header
3. In cell E2, type: =CONCATENATE(A2,", ",B2,", ",C2," ",D2)
4. Press Enter and copy the formula down to cells E3:E6
5. The full addresses should appear in column E

**Exercise 2: Medium - Creating File Paths**

**Sample Data:**

Drive | Folder | Subfolder | Filename | Extension

C: | Users | Documents | Report | .docx

D: | Projects | Website | Index | .html

C: | Program Files | Office | Excel | .exe

E: | Backup | Photos | Vacation | .jpg

C: | Downloads | Music | Song | .mp3

**Instructions:**

1. Enter the sample data in columns A-E with headers in row 1
2. In cell F1, enter "File Path" as the header
3. In cell F2, type: =CONCATENATE(A2,"",B2,"",C2,"",D2,E2)
4. Press Enter and copy the formula down to cells F3:F6
5. You should see complete file paths like "C:\Users\Documents\Report.docx"

**Exercise 3: Medium - Building SQL Queries**

**Sample Data:**

Table | Field | Operator | Value

Customers | LastName | = | 'Smith'

Products | Price | < | 50

Orders | Date | > | '2025-01-01'

Employees | Department | = | 'Sales'

Inventory | Quantity | <= | 10

**Instructions:**

1. Enter the sample data in columns A-D with headers in row 1
2. In cell E1, enter "SQL WHERE Clause" as the header
3. In cell E2, type: =CONCATENATE("WHERE ",A2,".",B2," ",C2," ",D2)
4. Press Enter and copy the formula down to cells E3:E6
5. Format the SQL clauses to ensure proper syntax

# The Right Function with Concatenation

**Exercise 1: Simple - Extracting and Combining File Extensions**

**Sample Data:**

Filename

report.docx

spreadsheet.xlsx

presentation.pptx

database.accdb

image.png

**Instructions:**

1. Enter the sample data in column A with header in row 1
2. In cell B1, enter "Extension Only" as the header
3. In cell B2, type: =RIGHT(A2,4)
4. Press Enter and copy the formula down to cells B3:B6
5. In cell C1, enter "File Type" as the header
6. In cell C2, type: =CONCATENATE("This is a ",RIGHT(A2,4)," file")
7. Press Enter and copy the formula down to cells C3:C6

**Exercise 2: Simple - Extracting Area Codes**

**Sample Data:**

Phone Number

(555) 123-4567

(312) 555-9876

(415) 867-5309

(202) 456-1111

(800) 555-0100

**Instructions:**

1. Enter the sample data in column A with header in row 1
2. In cell B1, enter "Area Code" as the header
3. In cell B2, type: =RIGHT(LEFT(A2,5),3)
4. Press Enter and copy the formula down to cells B3:B6
5. In cell C1, enter "Location" as the header
6. In cell C2, type: =CONCATENATE("Area code ",B2," is in the US")
7. Press Enter and copy the formula down to cells C3:C6

**Exercise 3: Medium - Creating Custom IDs**

**Sample Data:**

Department | Employee | Hire Date

Marketing | Johnson | 1/15/2023

Sales | Martinez | 5/22/2024

IT | Williams | 9/3/2022

Finance | Chen | 3/12/2024

HR | Patel | 11/8/2023

**Instructions:**

1. Enter the sample data in columns A-C with headers in row 1
2. In cell D1, enter "Department Code" as the header
3. In cell D2, type: =LEFT(A2,2)
4. Press Enter and copy the formula down to cells D3:D6
5. In cell E1, enter "Employee Code" as the header
6. In cell E2, type: =RIGHT(B2,3)
7. Press Enter and copy the formula down to cells E3:E6
8. In cell F1, enter "Employee ID" as the header
9. In cell F2, type: =CONCATENATE(UPPER(D2),RIGHT(C2,2),UPPER(E2))
10. Press Enter and copy the formula down to cells F3:F6

# Absolute Cell References

**Exercise 1: Simple - Sales Tax Calculation**

**Sample Data:**

Product | Price

Laptop | 899.99

Smartphone | 699.99

Headphones | 129.99

Tablet | 349.99

Monitor | 249.99

**Instructions:**

1. Enter the sample data in columns A and B with headers in row 1
2. In cell D1, enter "Tax Rate" and in cell D2 enter 0.08 (8%)
3. In cell C1, enter "Price with Tax" as the header
4. In cell C2, type: =B2\*(1+$D$2)
5. Press Enter and copy the formula down to cells C3:C6
6. Notice how the absolute reference to cell D2 remains fixed when copied

**Exercise 2: Medium - Unit Conversion Table**

**Sample Data:**

Length (inches)

12

24

36

48

60

**Instructions:**

1. Enter the sample data in column A with header in row 1
2. In cell C1, enter "Conversion Factor (inches to cm)" and in cell C2 enter 2.54
3. In cell B1, enter "Length (cm)" as the header
4. In cell B2, type: =A2\*$C$2
5. Press Enter and copy the formula down to cells B3:B6
6. In cell D1, enter "Conversion Factor (inches to feet)" and in cell D2 enter 0.0833
7. In cell E1, enter "Length (feet)" as the header
8. In cell E2, type: =A2\*$D$2
9. Press Enter and copy the formula down to cells E3:E6

**Exercise 3: Medium - Commission Calculator**

**Sample Data:**

Salesperson | Sales

Johnson | 15000

Smith | 22000

Williams | 18500

Jones | 30000

Brown | 12500

**Instructions:**

1. Enter the sample data in columns A and B with headers in row 1
2. Create a commission rate table in cells D1:E4: D1: "Sales Range" | E1: "Commission Rate" D2: "0-15000" | E2: 0.05 D3: "15001-25000" | E3: 0.08 D4: ">25000" | E4: 0.12
3. In cell C1, enter "Commission" as the header
4. In cell C2, type: =IF(B2<=15000,B2\*$E$2,IF(B2<=25000,B2\*$E$3,B2\*$E$4))
5. Press Enter and copy the formula down to cells C3:C6
6. Format column C as Currency

# Data Validation

**Exercise 1: Simple - Drop-down List**

**Sample Data:**

Product Category

Electronics

Clothing

Books

Home & Garden

Toys

**Instructions:**

1. Enter the sample data in column A with header in row 1
2. Select cells C2:C10 (where users will select categories)
3. Go to the Data tab and click "Data Validation"
4. In the Settings tab, select "List" from the "Allow" dropdown
5. In the Source field, enter: =$A$2:$A$6
6. Click OK
7. Test the dropdown list by clicking on cell C2

**Exercise 2: Simple - Number Range Validation**

**Sample Data:** None needed

**Instructions:**

1. Create a new worksheet titled "Order Form"
2. In cell A1, enter "Product" and in A2:A5, enter different product names
3. In cell B1, enter "Quantity"
4. Select cells B2:B5
5. Go to the Data tab and click "Data Validation"
6. In the Settings tab, select "Whole number" from the "Allow" dropdown
7. Set "Minimum" to 1 and "Maximum" to 100
8. Switch to the Input Message tab and enter: Title: "Quantity Limit" Input message: "Please enter a quantity between 1 and 100"
9. Switch to the Error Alert tab and enter: Title: "Invalid Quantity" Error message: "The quantity must be between 1 and 100" Style: Stop
10. Click OK
11. Test by entering values outside the range

**Exercise 3: Medium - Custom Validation Formula**

**Sample Data:**

Employee | Department | Hours Worked

Johnson | Sales | 40

Smith | Marketing | 38

Williams | IT | 45

Jones | Finance | 42

Brown | HR | 37

**Instructions:**

1. Enter the sample data in columns A-C with headers in row 1
2. In cell D1, enter "Overtime Hours" as the header
3. Select cells D2:D6
4. Go to the Data tab and click "Data Validation"
5. In the Settings tab, select "Custom" from the "Allow" dropdown
6. In the Formula field, enter: =IF(C2>40,TRUE,FALSE)
7. Switch to the Input Message tab and enter: Title: "Overtime Entry" Input message: "Enter overtime hours only if regular hours exceed 40"
8. Switch to the Error Alert tab and enter: Title: "Invalid Entry" Error message: "This employee did not work overtime" Style: Warning
9. Click OK
10. Test by trying to enter values in cells where C2:C6 is not greater than 40

# Conditional Formatting

**Exercise 1: Simple - Highlighting Values Above Average**

**Sample Data:**

Student | Score

Alex | 85

Emma | 92

Michael | 78

Sophia | 95

Daniel | 82

Olivia | 88

Ethan | 76

Ava | 91

**Instructions:**

1. Enter the sample data in columns A and B with headers in row 1
2. Select cells B2:B9 (the scores)
3. On the Home tab, click "Conditional Formatting" > "Top/Bottom Rules" > "Above Average"
4. Choose a formatting style (like green fill with dark green text)
5. Click OK
6. The scores above the average should now be highlighted

**Exercise 2: Simple - Color Scale for Sales Performance**

**Sample Data:**

Region | Q1 Sales | Q2 Sales | Q3 Sales | Q4 Sales

North | 45000 | 52000 | 48000 | 63000

South | 38000 | 42000 | 51000 | 54000

East | 62000 | 58000 | 59000 | 67000

West | 53000 | 49000 | 55000 | 61000

Central | 41000 | 44000 | 47000 | 52000

**Instructions:**

1. Enter the sample data in columns A-E with headers in row 1
2. Select cells B2:E6 (all sales data)
3. On the Home tab, click "Conditional Formatting" > "Color Scales"
4. Choose a color scale (like Green-Yellow-Red)
5. Click OK
6. The sales figures should now be colored based on their values

**Exercise 3: Medium - Multiple Rules for Inventory Management**

**Sample Data:**

Product | Current Stock | Reorder Level | Status

Keyboards | 45 | 25 | In Stock

Monitors | 12 | 15 | On Order

Mice | 8 | 20 | Urgent

Printers | 23 | 10 | In Stock

Laptops | 5 | 8 | On Order

**Instructions:**

1. Enter the sample data in columns A-D with headers in row 1
2. Select cells B2:B6 (Current Stock)
3. On the Home tab, click "Conditional Formatting" > "New Rule"
4. Select "Use a formula to determine which cells to format"
5. Enter the formula: =B2<C2
6. Click "Format" and choose a red fill
7. Click OK
8. Now create a second rule by selecting the same range and clicking "Conditional Formatting" > "New Rule"
9. Select "Use a formula to determine which cells to format"
10. Enter the formula: =AND(B2>=C2,B2<=C2\*1.5)
11. Click "Format" and choose a yellow fill
12. Click OK
13. Create a third rule with the formula: =B2>C2\*1.5
14. Format with a green fill
15. The stock levels should now be color-coded based on their relation to the reorder level

# Exploring Styles and Clearing Formatting

**Exercise 1: Simple - Applying and Removing Table Styles**

**Sample Data:**

Month | Sales | Expenses | Profit

January | 12500 | 8200 | 4300

February | 13800 | 8500 | 5300

March | 15200 | 9100 | 6100

April | 14700 | 8800 | 5900

May | 16500 | 9400 | 7100

**Instructions:**

1. Enter the sample data in columns A-D with headers in row 1
2. Select the entire data range (A1:D6)
3. On the Home tab, click "Format as Table" and select a table style
4. Check "My table has headers" and click OK
5. Notice how the formatting changes
6. Now select any cell in the table
7. On the Table Design tab, experiment with different table styles
8. To clear formatting, select the entire table
9. Click on the Table Design tab and select "Convert to Range"
10. Click Yes when prompted
11. With the range still selected, on the Home tab, click "Clear" > "Clear Formats"

**Exercise 2: Simple - Cell Styles Application**

**Sample Data:**

Quarter | Revenue | Target | Variance

Q1 2025 | 240000 | 250000 | -10000

Q2 2025 | 265000 | 260000 | 5000

Q3 2025 | 290000 | 280000 | 10000

Q4 2025 | 310000 | 320000 | -10000

**Instructions:**

1. Enter the sample data in columns A-D with headers in row 1
2. Select cells A1:D1 (the header row)
3. On the Home tab, in the Styles group, click "Cell Styles" and select "Heading 1"
4. Select cells D2:D5 (the Variance column)
5. Click "Conditional Formatting" > "Highlight Cells Rules" > "Less Than"
6. Enter 0 and select a red format
7. Click OK
8. Select cells A2:A5 (the Quarter column)
9. On the Home tab, click "Cell Styles" and select "Accent1"
10. To clear individual formatting, select cells A2:A5 again
11. Right-click and select "Format Cells"
12. Go to the Fill tab and select "No Color"
13. Click OK

**Exercise 3: Medium - Creating and Applying Custom Styles**

**Sample Data:**

Category | January | February | March | Total

Electronics | 28500 | 31200 | 35400 | =SUM(B2:D2)

Furniture | 19800 | 22100 | 24300 | =SUM(B3:D3)

Clothing | 15600 | 16900 | 18200 | =SUM(B4:D4)

Appliances | 22300 | 23500 | 25800 | =SUM(B5:D5)

Grand Total | =SUM(B2:B5) | =SUM(C2:C5) | =SUM(D2:D5) | =SUM(E2:E5)

**Instructions:**

1. Enter the sample data in columns A-E with headers in row 1 (include the formulas)
2. Select cells A1:E1 (header row)
3. On the Home tab, click "Cell Styles" > "New Cell Style"
4. Name it "ReportHeader" and click "Format"
5. On the Font tab, choose Bold, Blue, and a larger size
6. On the Fill tab, choose a light blue background
7. Click OK twice
8. Now select cells A6:E6 (Grand Total row)
9. On the Home tab, click "Cell Styles" > "New Cell Style"
10. Name it "TotalRow" and click "Format"
11. On the Font tab, choose Bold and a dark color
12. On the Border tab, add a top and double-bottom border
13. Click OK twice
14. Apply your custom styles by selecting the appropriate cells and selecting your custom style from the Cell Styles gallery
15. To clear all formatting, select the entire data range
16. On the Home tab, click "Clear" > "Clear Formats"

# Using Conditional Formatting to Hide Cells

**Exercise 1: Simple - Hiding Zero Values**

**Sample Data:**

Product | Jan | Feb | Mar | Apr

Product A | 125 | 0 | 145 | 133

Product B | 0 | 110 | 128 | 0

Product C | 95 | 105 | 0 | 112

Product D | 80 | 0 | 0 | 92

Product E | 150 | 162 | 175 | 185

**Instructions:**

1. Enter the sample data in columns A-E with headers in row 1
2. Select cells B2:E6 (the values)
3. On the Home tab, click "Conditional Formatting" > "New Rule"
4. Select "Format only cells that contain"
5. Set the condition to "equal to" and enter 0
6. Click "Format" and go to the Font tab
7. Set the font color to white (same as the background)
8. Click OK twice
9. The zero values should now be "hidden" (still there but not visible)

**Exercise 2: Medium - Hiding Below-Threshold Values**

**Sample Data:**

Sales Rep | Jan | Feb | Mar | Q1 Total | Commission Rate

Johnson | 15200 | 18500 | 14800 | =SUM(B2:D2) | 0.05

Smith | 22100 | 19500 | 25400 | =SUM(B3:D3) | 0.07

Williams | 12300 | 11800 | 13500 | =SUM(B4:D4) | 0.04

Jones | 32500 | 29800 | 35200 | =SUM(B5:D5) | 0.10

Brown | 18900 | 20400 | 22700 | =SUM(B6:D6) | 0.06

**Instructions:**

1. Enter the sample data in columns A-F with headers in row 1 (include the formulas)
2. In cell G1, enter "Commission" as the header
3. In cell G2, enter the formula: =E2\*F2
4. Copy the formula down to cells G3:G6
5. In cell H1, enter "Threshold" and in cell H2 enter 5000
6. Select cells G2:G6
7. On the Home tab, click "Conditional Formatting" > "New Rule"
8. Select "Use a formula to determine which cells to format"
9. Enter the formula: =G2<$H$2
10. Click "Format" and on the Font tab, select a very light gray color
11. Click OK twice
12. Any commission values below the threshold should now be de-emphasized

**Exercise 3: Medium - Highlighting Data Based on Status**

**Sample Data:**

Project | Budget | Actual | Status

Project Alpha | 50000 | 48500 | On Track

Project Beta | 35000 | 42000 | Over Budget

Project Gamma | 75000 | 74800 | On Track

Project Delta | 60000 | 45000 | Under Budget

Project Epsilon | 25000 | 29800 | Over Budget

**Instructions:**

1. Enter the sample data in columns A-D with headers in row 1
2. Select cells A2:D6 (all data except headers)
3. On the Home tab, click "Conditional Formatting" > "New Rule"
4. Select "Use a formula to determine which cells to format"
5. Enter the formula: =$D2="Over Budget"
6. Click "Format" and on the Fill tab, select a light red background
7. Click OK
8. Create another rule with the formula: =$D2="Under Budget"
9. Format with a light green background
10. Create a third rule with the formula: =$D2="On Track"
11. Format with a light yellow background
12. Click OK
13. The entire rows should now be color-coded based on their status

# Using the IF Function

**Exercise 1: Simple - Pass/Fail Grading**

**Sample Data:**

Student | Score

John | 78

Emma | 92

Michael | 65

Sophia | 88

Daniel | 59

Olivia | 94

**Instructions:**

1. Enter the sample data in columns A and B with headers in row 1
2. In cell C1, enter "Result" as the header
3. In cell C2, type: =IF(B2>=70,"Pass","Fail")
4. Press Enter and copy the formula down to cells C3:C7
5. Observe how students with scores of 70 or above get "Pass" and others get "Fail"

**Exercise 2: Simple - Bonus Calculation**

**Sample Data:**

Employee | Sales | Target

Johnson | 125000 | 100000

Smith | 88000 | 90000

Williams | 112000 | 100000

Jones | 135000 | 120000

Brown | 95000 | 100000

**Instructions:**

1. Enter the sample data in columns A-C with headers in row 1
2. In cell D1, enter "Bonus" as the header
3. In cell D2, type: =IF(B2>C2,B2\*0.05,0)
4. Press Enter and copy the formula down to cells D3:D6
5. Format column D as Currency
6. This formula awards a 5% bonus to employees who exceeded their sales target

**Exercise 3: Medium - Nested IF for Performance Rating**

**Sample Data:**

Employee | Sales | Target | Performance Ratio

Johnson | 125000 | 100000 | =B2/C2

Smith | 88000 | 90000 | =B3/C3

Williams | 112000 | 100000 | =B4/C4

Jones | 135000 | 120000 | =B5/C5

Brown | 95000 | 100000 | =B6/C6

**Instructions:**

1. Enter the sample data in columns A-D with headers in row 1 (include the formulas)
2. In cell E1, enter "Rating" as the header
3. In cell E2, type: =IF(D2>=1.1,"Excellent",IF(D2>=1,"Good",IF(D2>=0.9,"Average","Below Average")))
4. Press Enter and copy the formula down to cells E3:E6
5. This formula assigns ratings based on the performance ratio:
   * 110% or above: "Excellent"
   * 100% to 109%: "Good"
   * 90% to 99%: "Average"
   * Below 90%: "Below Average"

# Changing the "Value if false" Condition to Text

**Exercise 1: Simple - Inventory Status**

**Sample Data:**

Product | Quantity

Keyboards | 45

Monitors | 12

Mice | 8

Printers | 23

Laptops | 5

**Instructions:**

1. Enter the sample data in columns A and B with headers in row 1
2. In cell C1, enter "Status" as the header
3. In cell C2, type: =IF(B2>10,"In Stock","Reorder Soon")
4. Press Enter and copy the formula down to cells C3:C6
5. Products with more than 10 units show "In Stock", others show "Reorder Soon"

**Exercise 2: Simple - Budget Comparison**

**Sample Data:**

Department | Budget | Actual

Marketing | 50000 | 48500

Sales | 75000 | 78200

IT | 60000 | 55300

Finance | 40000 | 42100

HR | 35000 | 34800

**Instructions:**

1. Enter the sample data in columns A-C with headers in row 1
2. In cell D1, enter "Status" as the header
3. In cell D2, type: =IF(C2<=B2,"Within Budget","Over Budget")
4. Press Enter and copy the formula down to cells D3:D6
5. Departments with actual spending less than or equal to budget show "Within Budget", others show "Over Budget"

**Exercise 3: Medium - Multiple Text Responses**

**Sample Data:**

Product | Price | Category

Laptop | 899.99 | Electronics

Shirt | 29.99 | Clothing

Blender | 79.99 | Appliances

Desk | 199.99 | Furniture

Book | 14.99 | Books

**Instructions:**

1. Enter the sample data in columns A-C with headers in row 1
2. In cell D1, enter "Discount Type" as the header
3. In cell D2, type: =IF(B2>500,"Premium Discount",IF(B2>100,"Standard Discount",IF(C2="Electronics","Electronics Special","Regular Price")))
4. Press Enter and copy the formula down to cells D3:D6
5. This formula assigns discount types based on price and category:
   * Over $500: "Premium Discount"
   * $100-$500: "Standard Discount"
   * Electronics under $100: "Electronics Special"
   * Others: "Regular Price"

# Pivot Tables

**Exercise 1: Simple - Sales Summary by Region**

**Sample Data:**

Date | Region | Product | Sales

1/15/2025 | North | Laptop | 2899.97

1/22/2025 | South | Monitor | 549.95

1/27/2025 | East | Laptop | 1799.98

2/5/2025 | West | Printer | 399.99

2/12/2025 | North | Monitor | 749.98

2/18/2025 | South | Laptop | 2499.99

2/25/2025 | East | Printer | 299.97

3/3/2025 | West | Laptop | 3499.95

3/10/2025 | North | Printer | 599.98

3/17/2025 | South | Monitor | 849.99

**Instructions:**

1. Enter the sample data in columns A-D with headers in row 1
2. Select any cell within the data range
3. Go to the Insert tab and click "PivotTable"
4. Ensure the