

Practical 14

Sales Data Workbook

Aim

To analyze sales data using Excel formulas and charts.

Objectives

- To use SUMIF formulas
- To filter categories

Materials Required

- Excel

Procedure

1. Enter or import sales data – Add sales records manually or import them from an external file to build your dataset.
2. Sort and filter – Organize the data by sorting and apply filters to focus on specific products, dates, or regions.
3. Use SUMIF – Apply the SUMIF function to total sales based on a chosen condition, such as product type or salesperson.
4. Extract text using LEFT/RIGHT – Use LEFT or RIGHT functions to pull specific characters from product codes or IDs.
5. Create line chart – Plot a line chart to visualize sales trends over time for clearer analysis.
6. Protect sheet – Lock the sheet or specific cells to prevent unauthorized edits and maintain data integrity.

The screenshot shows a Microsoft Excel interface with the following details:

- File ribbon:** AutoSave, Home, WPS PDF, Insert, Draw, Page Layout, Formulas, Data (selected), Review, View, Help.
- Power Query ribbon:** Get & Transform Data, Queries & Connections, Sort & Filter, Data Tools, Forecast, Outline.
- Formulas ribbon:** Date, left(first three letter of product name), Last two letter of the category, mid, max, min.
- Data:** A table with columns: Date, Product, Category, Quantity, Price, TOTAL SALE, Total sale for headphone, left(first three letter of product name), Last two letter of the category, mid, max, min.
- Table Data:**

	Date	Product	Category	Quantity	Price	TOTAL SALE	Total sale for headphone	left(first three letter of product name)	Last two letter of the category	mid	max	min
6	08-01-2025	Headphones	Electronics	1	400	400		Hea	nes		2500	100
7	11-01-2025	Headphones	Electronics	4	200	800		Hea	nes			
8	01-01-2025	Laptop	Electronics	2	800	1600		Lap	top			
14	02-01-2025	Smartphone	Electronics	5	500	2500		Sma	one			

