

## **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.

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Formula Bar

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Date	Product	Category	Quantity	Price	TOTAL SALES	Total sale for headphone	left(first three letter of product name)	Last two letter of the category	mid	max	min			
2	12-01-2025	Bookshelf	Furniture	2	180	360									
3	13-01-2025	Calculator	Stationery	7	30	210									
4	05-01-2025	Desk	Furniture	2	300	600									
5	03-01-2025	Headphones	Accessories	10	50	500									
6	08-01-2025	Headphones	Electronics	1	400	400									
7	11-01-2025	Headphones	Electronics	4	200	800		Hea	nes	uantit	2500	100			
8	10-01-2025	Keyboard	Accessories	6	40	240		Hea	nes						
9	01-01-2025	Laptop	Electronics	2	800	1600		Lap	top						
10	09-01-2025	Mouse	Accessories	8	25	200									
11	06-01-2025	Notebook	Stationery	20	5	100									
12	04-01-2025	Office Chair	Furniture	3	150	450									
13	07-01-2025	Pen Pack	Stationery	15	10	150									
14	02-01-2025	Smartphone	Electronics	5	500	2500		Sma	one						
15	14-01-2025	USB Drive	Accessories	12	15	180									
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Store\_Sales Summary Line Charts

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14	02-01-2025	Smartphone	Electronics	5	500	2500		Sma	one						
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