

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.

~OUTPUT~

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Clipboard Font Alignment Number Styles Cells Editing Add-ins

	A	B	C	D	E	F	G	H	I	J	K	L
1	Date	Product	Category	Quantity	Price	TOTAL SALES	left (first three letter of product name)	Last two letter of the category	MID	Min	Max	
2	01-01-2025	Laptop	Electronics	2	800	1600	Lap	cs	aptop	400	2500	
3	02-01-2025	Smartphone	Electronics	5	500	2500	Sma	cs	martph			
9	08-01-2025	Headphones	Electronics	1	400	400	Hea	cs	eadpho			
12	11-01-2025	Headphones	Electronics	4	200	800	Hea	cs	eadpho			
17												
18												
19												
20												
21												
22	01-02-2025	Laptop	Electronics	6	800	4800						
23	02-02-2025	Smartphone	Electronics	3	500	1500						
24	19-02-2025	Headphones	Electronics	2	400	800						
25	21-02-2025	Headphones	Electronics	4	200	800						
26												
27												
28	01-03-2025	Laptop	Electronics	10	800	8000						
29	02-03-2025	Smartphone	Electronics	8	500	4000						
30	19-03-2025	Headphones	Electronics	5	400	2000						
31	21-03-2025	Headphones	Electronics	7	200	1400						
32												
33												
34												
35												
36												

STORE - SALES SUMMARY CHART +

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	A	B	C	D	E	F	G	H	I	J	K	L
1	months	avg	sum									
2	jan		1325	5300								
3	feb		1975	7900								
4												
5	march		3850	15400								
6												
7												
8												
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STORE - SALES SUMMARY CHART +

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