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:

	Date	Product	Category	Quantity	Price	TOTAL SALES	Total Sales For "Headphone " Product	First Three Letter of product name	Last Two Letter of Catgegory
6	08-01-2025	Headphones	Electronics	1	400	400	1200	Hea	cs
7	11-01-2025	Headphones	Electronics	4	200	800		Hea	cs
9	01-01-2025	Laptop	Electronics	2	800	1600		Lap	cs
14	02-01-2025	Smartphone	Electronics	5	500	2500		Sma	cs
16									
17									
18		February							
19	01-02-2025	Laptop	Electronics	1	800	800			
20	05-02-2025	Smartphone	Electronics	4	500	2000			
21	10-02-2025	Mouse	Accessories	12	25	300			
22	15-02-2025	Office Chair	Furniture	2	150	300			
23	20-02-2025	Desk Lamp	Furniture	5	40	200			
24									
25		March							
26	02-03-2025	Laptop	Electronics	3	800	2400			
27	06-03-2025	Headphones	Accessories	8	50	400			
28	12-03-2025	Keyboard	Accessories	6	60	360			
29	18-03-2025	Office Table	Furniture	2	350	700			
30	25-03-2025	Smartphone	Electronics	5	500	2500			
31									

	uct name	Last Two Letter of Catgegory	Middle Letter of Category	Max Total Sales	Min Total Sales	Total Sales Average	Sum
	I		J	K	L	M	N
6		cs	lectronic	2500	400	1325	5300
7		cs					
9		cs					
14		cs					
16							
17							
18							
19						720	3600
20							
21							
22							
23							
24							
25							
26						1272	6360
27							
28							
29							

	A	B	C
1	MONTH	Average Total Sales	Sum Of Total Sales
2	January	1325	5300
3	February	720	3600
4	March	1272	6360
5			
6			