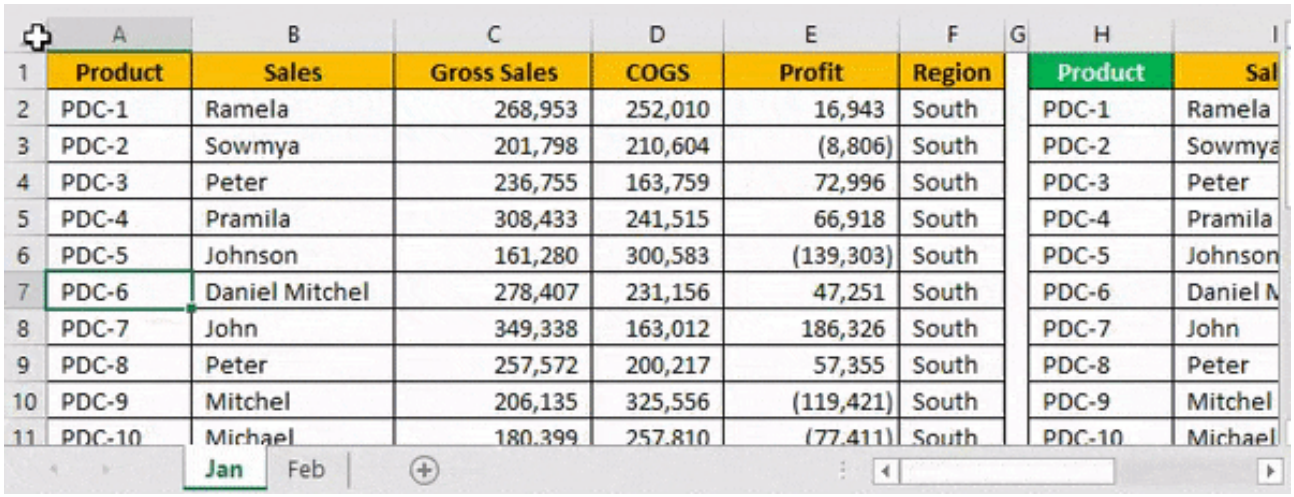
Assignment - Excel [Major]

Grading Parameters

Grading			
Event	**Decoding Skills**	**Number of question not attempted**	**Overall Output**
Assignment	0- If the learner does not submit the assignment or if he tries to attempt it but the applied hypothesis is wrong or showing an error. 10- If the learner clearly decodes the given data set or questions by performing the tasks defined in the question	0 - If the learner does not solve any questions or solves less than 40% of the assignment correctly. 5 - If the learner successfully solves between 40-80% of the given questions. 10- If the learner solves 80-100% of the questions correctly	0-If the output presented is completely wrong. 5- If the given output is partially correct along with incorrect presentation. 10- If all the answers are attempted correctly along with presentation skills

Q1. The following image shows two worksheets titled “Jan” and “Feb.” These worksheets contain datasets that report the sales made (column C) to different customers (column B) in January and February.

The names of the products, cost of goods sold (COGS), profits, and regions are also displayed in columns A, D, E, and F respectively. A similar dataset (with different numbers) is in columns H to M as well.
Excel Workbook : [Find-and-Replace-Excel] **(Download the File on your device)**



	A	B	C	D	E	F	G	H	I
1	Product	Sales	Gross Sales	COGS	Profit	Region		Product	Sal
2	PDC-1	Ramela	268,953	252,010	16,943	South		PDC-1	Ramela
3	PDC-2	Sowmya	201,798	210,604	(8,806)	South		PDC-2	Sowmya
4	PDC-3	Peter	236,755	163,759	72,996	South		PDC-3	Peter
5	PDC-4	Pramila	308,433	241,515	66,918	South		PDC-4	Pramila
6	PDC-5	Johnson	161,280	300,583	(139,303)	South		PDC-5	Johnson
7	PDC-6	Daniel Mitchel	278,407	231,156	47,251	South		PDC-6	Daniel M
8	PDC-7	John	349,338	163,012	186,326	South		PDC-7	John
9	PDC-8	Peter	257,572	200,217	57,355	South		PDC-8	Peter
10	PDC-9	Mitchel	206,135	325,556	(119,421)	South		PDC-9	Mitchel
11	PDC-10	Michael	180,399	257,810	(77,411)	South		PDC-10	Michael

Jan Feb

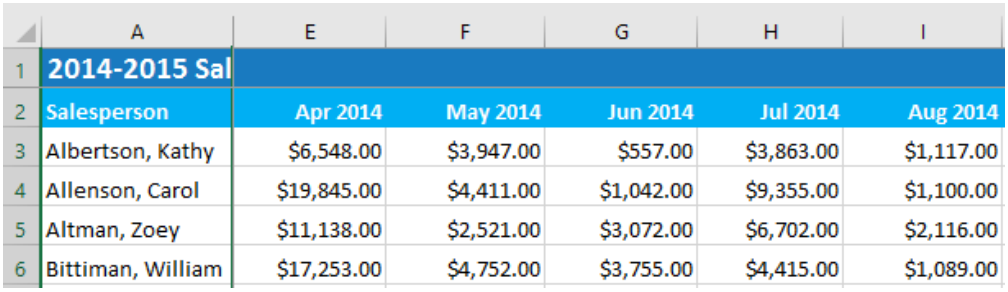
Find the name “Mitchel” in the worksheet “Jan”. Use the Find and Replace feature of Excel.

Q2. The following worksheet is given below titled “Comment”. You need to add Comments in the last column named : Profit .
Each row’s profit should contain one comment : **Comment**
(Download the File on your device)

	A	B	C	D
	Product	Gross Sales	COGS	Profit
	PDC-6	263,550	326,596	(63,046)
	PDC-7	167,966	261,214	(93,248)
	PDC-5	199,337	347,758	(148,421)
	PDC-10	276,693	284,057	(7,364)
	PDC-9	333,030	253,225	79,805
	PDC-3	229,782	297,917	(68,135)
	PDC-8	229,063	291,616	(62,553)
	PDC-4	214,985	315,105	(100,120)
	PDC-1	183,039	167,327	15,712
	PDC-2	325,282	308,418	16,864

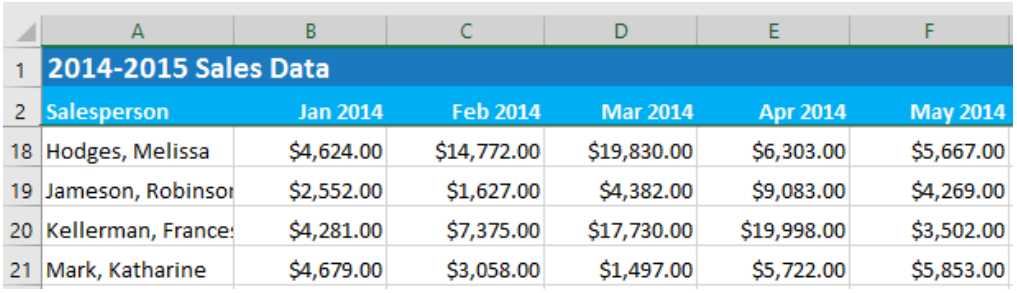
Q3. Open a new window for your workbook.
Workbook : [excel_freeze] **(Download the File on your device)**

1. Freeze First Column and use the horizontal scroll bar to look at sales from 2015



	A	E	F	G	H	I
1	2014-2015 Sal					
2	Salesperson	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014
3	Albertson, Kathy	$6,548.00	$3,947.00	$557.00	$3,863.00	$1,117.00
4	Allenson, Carol	$19,845.00	$4,411.00	$1,042.00	$9,355.00	$1,100.00
5	Altman, Zoey	$11,138.00	$2,521.00	$3,072.00	$6,702.00	$2,116.00
6	Bittiman, William	$17,253.00	$4,752.00	$3,755.00	$4,415.00	$1,089.00

2. Freeze First Row and use the vertical scroll bar to look at sales from 2015.



	A	B	C	D	E	F
1	2014-2015 Sales Data					
2	Salesperson	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014
18	Hodges, Melissa	$4,624.00	$14,772.00	$19,830.00	$6,303.00	$5,667.00
19	Jameson, Robinsor	$2,552.00	$1,627.00	$4,382.00	$9,083.00	$4,269.00
20	Kellerman, France:	$4,281.00	$7,375.00	$17,730.00	$19,998.00	$3,502.00
21	Mark, Katharine	$4,679.00	$3,058.00	$1,497.00	$5,722.00	$5,853.00

Q4. You can use Excel conditional formatting to highlight the ticket numbers that have been drawn in a lottery, or the tickets that have 3 or more winning numbers.
In this example the ticket numbers are in cells C6:H8, and the drawn numbers are entered in cells C3:H3. If a ticket cell's value is found in the cells with drawn numbers, the ticket number cell will be highlighted in green.
(You have to create the table in excel as shown in the pictures below)

Highlight numbers that match the Lottery Draw

Drawn	3	15	25	26	36	49

Ticket	No1	No2	No3	No4	No5	No6
Ticket1	2	15	26	27	36	48
Ticket2	1	12	13	15	24	34
Ticket3	3	5	20	26	49	40

Numbers that match those drawn are highlighted

Q5. Let's create a count by month. For that, we need to use two functions – the COUNTIFS function and the EDATE function with two criteria.
Suppose we are given the following data:
(You have to create the tables in excel as shown in the pictures below)

COUNTIFS Function

Issue	Date	Priority
Getting Machine repaired	01/12/17	1
Meeting with Vendors	01/12/17	1
New laptop order	02/12/17	3
Issuing Salary checks	03/12/17	1
Making MIS reports	03/12/17	2
Identifying defective Inventory	03/12/17	1
Reorder Raw materials	03/12/17	1

The list of issues is in Column B. Each issue includes a date (column C) and priority (column D).

Starting in cell B15, we prepared a summary table that shows a total count per day and a total count per day per priority.Create a Summary table in the below of this table .
The first column of the summary table is a date. With the actual dates in column C, we can easily construct the criteria we need using the date itself and a second date created with the EDATE function.

Q6. Calculate the projected revenues (in E10:J18) according to the various discount rates (in row 9) and growth rates (in column D). Use a two-variable data table of Excel. **(You have to create the table in excel as shown in the pictures below)**

	A	B
1	Year	Revenue
2	2018	$ 1,500,000
3	Minimum Expected Growth Rate	12.00%
4	Discount Rate	2.00%
6	Projected Revenue for 2019	$ 1,650,000

DSUM =B2+(B2*B3)-(B2*B4)

	A	B
1	Year	Revenue
2	2018	$ 1,500,000
3	Minimum Expected Growth Rate	12.00%
4	Discount Rate	2.00%
6	Projected Revenue for 2019	=B2+(B2*B3)-(B2*B4)

	C	D	E	F	G	H	I	J	K
8			Discount Rate						
9		$1,650,000	2.50%	3.00%	3.50%	4.00%	4.50%	5.00%	
10	Growth Rate	12.50%							
11		13.50%							
12		14.50%							
13		15.50%							
14		16.50%							
15		17.50%							
16		18.50%							
17		19.50%							
18		20.50%							

Q7. In the VLOOKUP example below, I have a list with student names in the left-most column and marks in different subjects in columns B to E.**(You have to create the table in excel as shown in the pictures below)**

	A	B	C	D	E
1		***Subject***			
2	***Name***	**Math**	**Physics**	**Chemistry**	**Biology**
3	Matt	38	58	66	49
4	Bob	88	92	74	90
5	Tom	57	77	91	91
6	Brad	82	56	45	95
7	Jenny	55	55	65	75
8	Maria	44	69	80	90
9	Jill	75	51	57	84
10	Josh	38	37	51	56

Now let's get to work and use the VLOOKUP function for what it does best. From the above data, You need to find how much Brad scored in Math.

Q8. Assume we have passed six years of sales data. We want to show them in visuals or graphs.
(You have to create the table in excel as shown in the pictures below)

	A	B	C
1	**Year**	**Revenue**	
2	2010	50856	
3	2011	33533	
4	2012	36928	
5	2013	40742	
6	2014	62728	
7	2015	34901	
8			

Create a bar chart and at last add the "FILL" option, and select the option "Vary colors by point."