MBA II Semester   IT Skills Lab 2

List of Experiments

Note : -

1. Use the datasheet Sales to capture the data and then complete the tasks of the Experiments and their parts in the order as listed.

2. Prepare your Experiment File and enclosed the experiments with their parts by taking prints of the task done.

3. This experiments in the file should be duly checked by the coordinator and will be used in the Viva Voce external exam.

Lab Experiment No.	Part	Task
Experiment 1	a	Open the worksheet Sales and select the cell range from cell A4 to E11. Insert the selected cell range into an Excel table. Select the entire Month and Sales columns in the Excel table (the cell range from cell A4 to B11). Insert a 2-dimensional column chart based on this cell selection.
		Now repeat the process for next two columns one by one (Cost of Sales and Gross profit).
	b	Prepare different chart types on the same data: bar chart, line chart, pie chart, XY Scatter chart , Area chart, surface chart, bubble chart.
Experiment 2	a	Move the chart to a new sheet and enter the following name for the new sheet: Sales
		Use the Shape Fill feature to add a Water Droplets texture to the chart area (the area outside the chart plot area).
	b	Select the chart plot area and add a solid border around the plot area (note that this will not change the colour of the chart axes).
		Select the chart legend and move it to the bottom of the chart.
		Change the text size of the chart title to 16.
Experiment 3	a	Open the Data sheet and select cell A12. Enter the following date in cell A12: 2012/03/31
		Note that the Excel table automatically extends to include the new entry and that the formulas in column D and E are automatically copied into row 12. Enter the following values in cells B12 and C12 respectively: 130000 and 75000
		Change the Data Series of the chart You will see that the new entry has been added to the chart automatically
	b	Now select the Month, Sales and GP% columns in the Excel table (cell range A4 to B12 and cell range E4 to E12).
		Insert a 2 dimensional column chart based on this cell selection. Use the first of the three 2-D column chart options when selecting the chart type.

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Sattire Lock Limited
Sales Data

Month	Sales	Cost of Sales	Gross Profit	GP%
31-08-2011	1,00,000	68,000	32,000	32.0%
30-09-2011	85,000	52,000	33,000	38.8%
31-10-2011	98,000	53,000	45,000	45.9%
30-11-2011	1,15,000	62,000	53,000	46.1%
31-12-2011	1,25,000	82,000	43,000	34.4%
31-01-2012	1,12,000	72,000	40,000	35.7%
28-02-2012	1,18,000	71,000	47,000	39.8%

Sattire Lock Limited   Sales Data

- Month
- 31-08-2011
- 30-09-2011
- 31-10-2011
- 30-11-2011
- 31-12-2011
- 31-01-2012
- 28-02-2012

1,18,000 — -
1,00,000
1,12,000
85,000
98,000
1,25,000
1,15,000