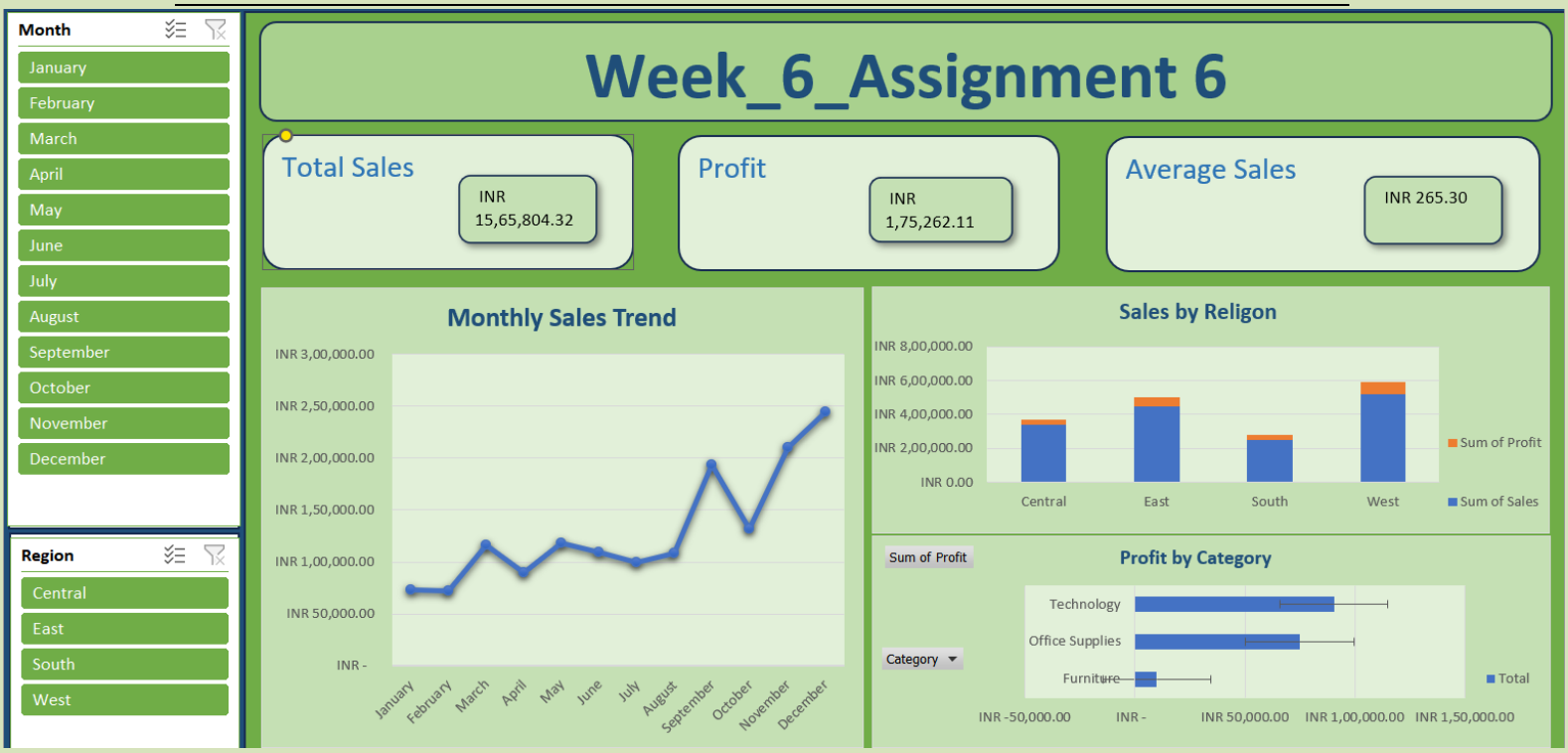
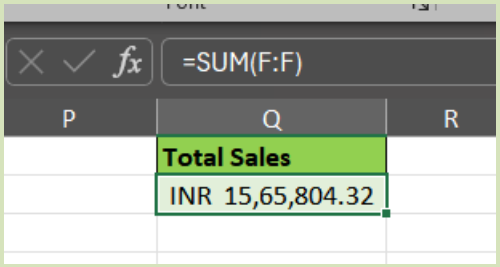
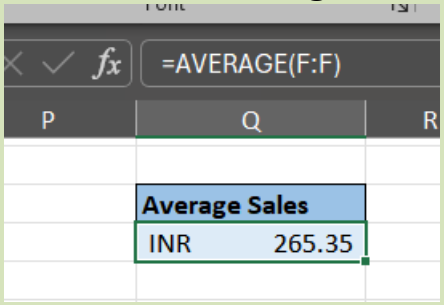
Dashboard



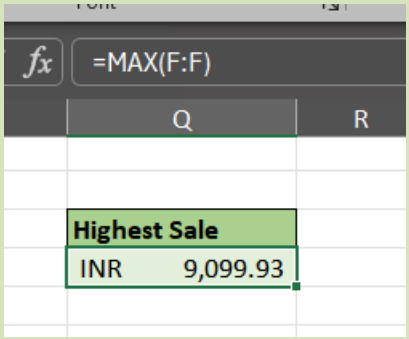
1.Calculate **Total Sales** using SUM()

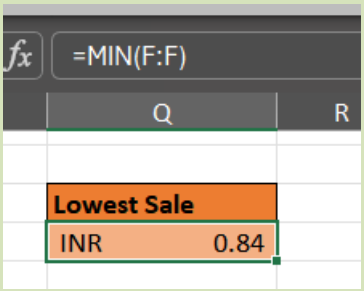


2.Calculate **Average Sales** using AVERAGE()



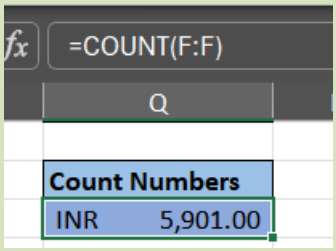
3.Find the **Highest and Lowest Sales** using MAX() and MIN()



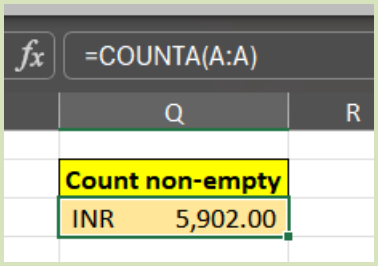


4.Count total number of sales records using:

4.1. COUNT()



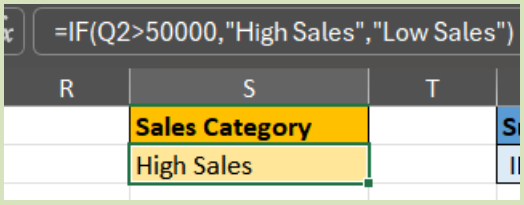
4.2. COUNTA()



Logical Functions

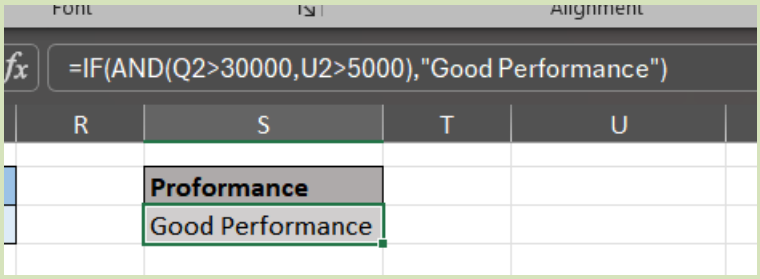
1.Use the IF() function to classify sales:

1.1. If Sales > 50,000 → **"High Sales"** Else → **"Low Sales"**



1.2.Use AND() or OR() to create a condition-based column

Sales > 30,000 **AND** Profit > 5,000 → "Good Performance"

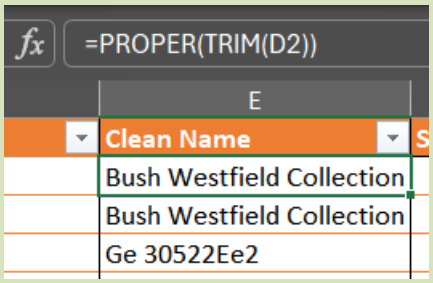


Data Cleaning in Excel

1.Clean the **Customer / Product Name** column using:

TRIM()

PROPER()



Use **Text to Columns** to split:

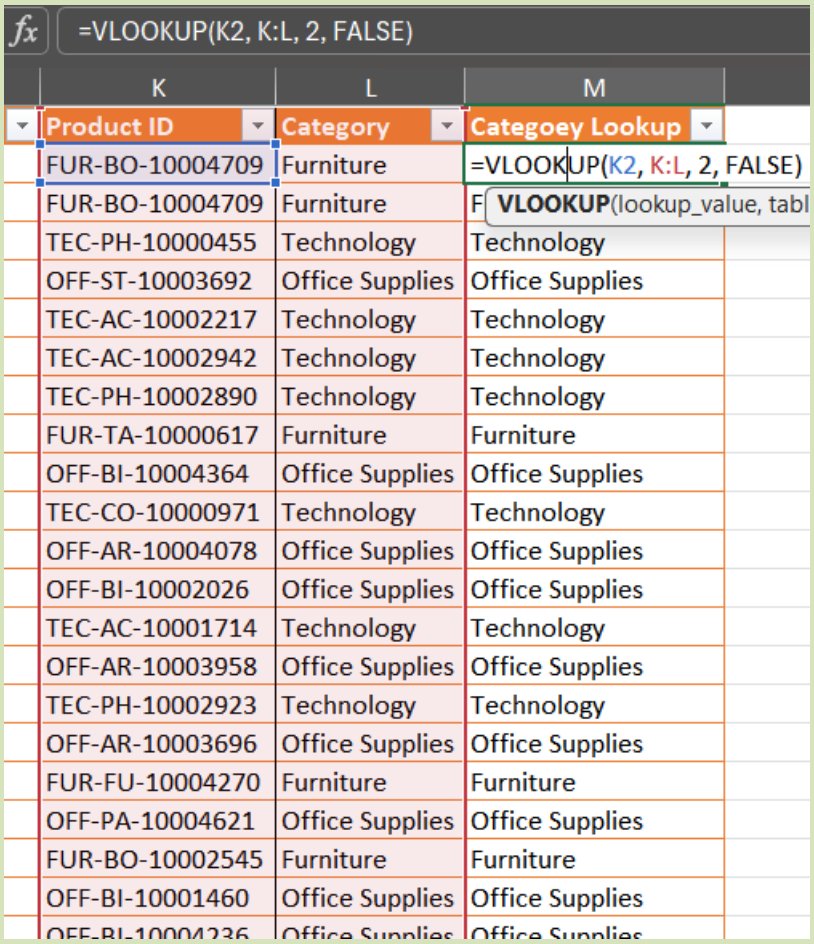
Product Code

A	B	C
Product ID	Column1	Column2
FUR	BO	10004709
FUR	BO	10004709
TEC	PH	10000455
OFF	ST	10003692
TEC	AC	10002217
TEC	AC	10002942
TEC	PH	10002890
FUR	TA	10000617
OFF	BI	10004364
TEC	CO	10000971
OFF	AR	10004078
OFF	BI	10002026
TEC	AC	10001714

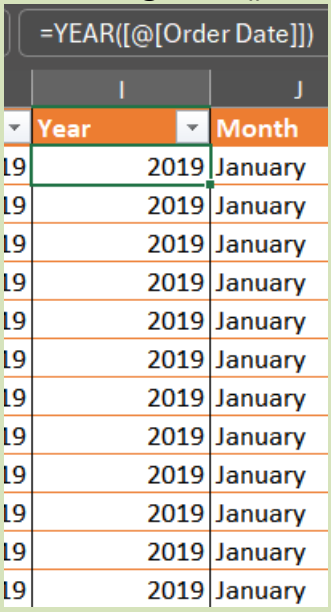
TASK 4: Lookup & Date Functions

1. Use **VLOOKUP / XLOOKUP** to fetch:

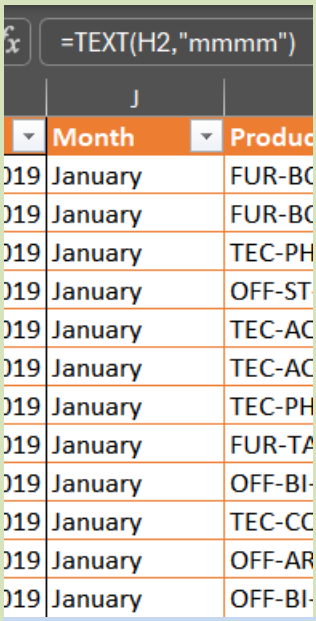
- Category based on Product ID



Year using YEAR()



Month using MONTH() or TEXT()



TASK 7: Conceptual Questions

1.Why is Excel still widely used in Data Analytics?

- Excel is widely used in Data Analytics because it is easy to use, available everywhere, supports powerful functions and Pivot Tables, allows quick visualization, and is well understood by both analysts and business users.

2. What is the difference between COUNT() and COUNTA()?

- **COUNT()** counts only cells that contain numeric values.
  COUNTA() counts all non-empty cells (numbers, text, dates, etc.).

3. What is a Pivot Table and why is it important?

- A **Pivot Table** is a tool in Excel used to summarize, analyze, and reorganize large datasets quickly.It is important because it allows fast aggregation (sum, count, average), easy comparison, filtering, and generation of insights without complex formulas.

4.What are slicers and how do they help in dashboards?

- **Slicers** are visual filter controls in Excel that allow users to interactively filter data in Pivot Tables and dashboards.
- They help by making dashboards dynamic, easy to use, and enabling quick analysis by category, time period, or any other dimension.

5.Why is data cleaning important before analysis?

- Data cleaning is important because it removes errors, duplicates, and missing or inconsistent values, ensuring the analysis is accurate, reliable, and based on quality data.