

Dashboard



1. Calculate Total Sales using SUM()

| | | |
|---|--------------------|---|
| P | Q | R |
| | Total Sales | |
| | INR 15,65,804.32 | |

2. Calculate Average Sales using AVERAGE()

| | | |
|---|----------------------|---|
| P | Q | R |
| | Average Sales | |
| | INR 265.35 | |

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

| Font | |
|--------------|-----------|
| f_x | =MAX(F:F) |
| Q | R |
| Highest Sale | |
| INR | 9,099.93 |
| f_x | =MIN(F:F) |
| Q | R |
| Lowest Sale | |
| INR | 0.84 |

4. Count total number of sales records using:

4.1. COUNT()

| Font | |
|---------------|-------------|
| f_x | =COUNT(F:F) |
| Q | R |
| Count Numbers | |
| INR | 5,901.00 |

4.2. COUNTA()

| Font | |
|-----------------|--------------|
| f_x | =COUNTA(A:A) |
| Q | R |
| Count non-empty | |
| INR | 5,902.00 |

Logical Functions

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

1.1. If Sales > 50,000 → “High Sales” Else → “Low Sales”

| Font | |
|----------------|--|
| f_x | =IF(Q2>50000,"High Sales","Low Sales") |
| R | S |
| Sales Category | |
| High Sales | I |

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

Sales > 30,000 AND Profit > 5,000 → “Good Performance”

| R | S | T | U |
|---|------------------|---|---|
| | Proformance | | |
| | Good Performance | | |

Data Cleaning in Excel

1. Clean the Customer / Product Name column using:

TRIM()

PROPER()

| E | S |
|---------------------------|---|
| Clean Name | |
| Bush Westfield Collection | |
| Bush Westfield Collection | |
| Ge 30522Ee2 | |

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

| K | L | M |
|-----------------|-----------------|-----------------------------|
| Product ID | Category | Categoey Lookup |
| FUR-BO-10004709 | Furniture | =VLOOKUP(K2, K:L, 2, FALSE) |
| FUR-BO-10004709 | Furniture | VLOOKUP(lookup_value, tab |
| TEC-PH-10000455 | Technology | Technology |
| OFF-ST-10003692 | Office Supplies | Office Supplies |
| TEC-AC-10002217 | Technology | Technology |
| TEC-AC-10002942 | Technology | Technology |
| TEC-PH-10002890 | Technology | Technology |
| FUR-TA-10000617 | Furniture | Furniture |
| OFF-BI-10004364 | Office Supplies | Office Supplies |
| TEC-CO-10000971 | Technology | Technology |
| OFF-AR-10004078 | Office Supplies | Office Supplies |
| OFF-BI-10002026 | Office Supplies | Office Supplies |
| TEC-AC-10001714 | Technology | Technology |
| OFF-AR-10003958 | Office Supplies | Office Supplies |
| TEC-PH-10002923 | Technology | Technology |
| OFF-AR-10003696 | Office Supplies | Office Supplies |
| FUR-FU-10004270 | Furniture | Furniture |
| OFF-PA-10004621 | Office Supplies | Office Supplies |
| FUR-BO-10002545 | Furniture | Furniture |
| OFF-BI-10001460 | Office Supplies | Office Supplies |
| OFF-BI-10004236 | Office Supplies | Office Supplies |

Year using YEAR()

Month using MONTH() or TEXT()

| | J | |
|-----|---------|---------|
| | Month | Product |
| 019 | January | FUR-BC |
| 019 | January | FUR-BC |
| 019 | January | TEC-PH |
| 019 | January | OFF-ST |
| 019 | January | TEC-AC |
| 019 | January | TEC-AC |
| 019 | January | TEC-PH |
| 019 | January | FUR-TA |
| 019 | January | OFF-BI- |
| 019 | January | TEC-CC |
| 019 | January | OFF-AR |
| 019 | January | OFF-BI- |

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.

