

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:-

Store_Sales:-

The screenshot shows a spreadsheet application window with the title bar "Store_Sales sheet". The menu bar includes File, Home, WPS PDF, Insert, Draw, Page Layout, Formulas, Data, Review, View, Help, and Acrobat. The ribbon tabs include Comments and Share.

The spreadsheet has a header row with columns labeled Product, Category, Quantity, Price, and Total Sales. The data rows show various items like Headphones, Keyboard, Mouse, Notebook, Pen, and Pen Drive, categorized into Electronics and Stationery. The last column, Total Sales, contains values such as 5000, 1500, 1500, 7500, 1200, 500, 2000, 100, 1000, and 6400.

On the right side of the table, there are summary calculations:

- Total sum of product: 39800
- Highest Value of sale: 8400
- Lowest Value of sale: 1000

The bottom navigation bar shows the active sheet is "Store_Sales" and includes tabs for Summary, Chartsheets, and a plus sign.

Store_Sales sheet					
	Product	Category	Quantity	Price	Total Sales
3	Headphones	Electronics	5	1000	5000
4	Headphones	Electronics	5	1500	7500
5	Headphones	Electronics	5	1500	7500
6	Keyboard	Electronics	7	1200	8400
7	Mouse	Electronics	10	500	5000
8	Notebook	Stationery	20	100	2000
9	Pen	Stationery	50	20	1000
10	Pen Drive	Electronics	8	800	6400
11					
12					
13					

Summary:-

Store_Sales sheet					Month	Total sum of product Electronics	
Product	Category	Quantity	Price	Total Sales			
Headphones	Electronics	5	1000	5000	January	39800	Highest Value of sale
Headphones	Electronics	5	1500	7500	January		8400
Headphones	Electronics	5	1500	7500	February		
Keyboard	Electronics	7	1200	8400	January		
Mouse	Electronics	10	500	5000	February		Lowest Value of sale
Notebook	Stationery	20	100	2000	March		
Pen	Stationery	50	20	1000	March		1000
Pen Drive	Electronics	8	800	6400			

Chartsheets:-

