

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~

Excel Screenshot - STORE - SALES

Summary Data:

Date	Product	Category	Quantity	Price	TOTAL SALES	left (first three letter of product name)	Last two letter of the category	MID	Min	Max
01-01-2025	Laptop	Electronics	2	800	1600	Lap	cs			
02-01-2025	Smartphone	Electronics	5	500	2500	Sma	cs			
08-01-2025	Headphones	Electronics	1	400	400	Hea	cs			
11-01-2025	Headphones	Electronics	4	200	800	Hea	cs			

February Sales:

Date	Product	Category	Quantity	Price	TOTAL SALES
01-02-2025	Laptop	Electronics	6	800	4800
02-02-2025	Smartphone	Electronics	3	500	1500
19-02-2025	Headphones	Electronics	2	400	800
21-02-2025	Headphones	Electronics	4	200	800

March Sales:

Date	Product	Category	Quantity	Price	TOTAL SALES
01-03-2025	Laptop	Electronics	10	800	8000
02-03-2025	Smartphone	Electronics	8	500	4000
19-03-2025	Headphones	Electronics	5	400	2000
21-03-2025	Headphones	Electronics	7	200	1400

Excel Screenshot - STORE - SALES

Summary Data:

months	avg	sum
jan	1325	5300
feb	1975	7900
march	3850	15400

