

Exercise Handout -2 of Analyzing Data

1. Open the file “Ex1yourname.xls” which you created in previous week.
2. Rename the “Sheet2” to 2018.
3. Right click on sheet 2 tab, click on “Move or Copy Sheet” and select “Move to End” option, click the checkbox “Create a Copy” and press OK button.
4. Rename the new sheet “2018(2)” to 2019.
5. Insert current date and time in cell # A3 using the “Now” function on both sheets.
6. Replace the year 2018 with 2019 in the entire worksheet of “2019” using find and replace feature.
7. Change the following values in the “2019” sheet:

	March 2019	April 2019	May 2019	June 2019
a. Asad Rauf	18000	15000	17000	22000
b. Haris Anwar	14000	12000	14000	16000
c. Umair Nazim	11000	16500	15000	18000

8. Enter the heading “Total Sale” in A13 cell on both sheets and bold it.
9. Apply the following conditional formatting criteria on “Total Sale of Each Employee” columns of both sheets:
 - a. If the amount is between 40000 and 60000 then the text color should be “Red”
 - b. If the amount is between 60001 and 70000 then the text color should be “Dark Blue”
 - c. If the amount is between 70001 and 80000 then the text color should be “Dark Purple”
10. After the total sale column of each employee column, create another column whose heading should be the “Sale Remarks” and its formatting should be similar to other cells. Perform this step on both sheets.
11. Use the IF condition on the cells of “sale remark” column of each employee on both sheets and enter the following condition:
 - a. If total sale is equal and above \$ 56,000 then the remarks should be “exceptional” otherwise “acceptable”.
12. Calculate the average sales of all employee in each month using “Average” function on cell addresses D14, E14, F14, G14 on both sheets.

13. Enter the heading “Average Monthly Sale” in A14 cell on both sheets and bold it.
14. Find out the maximum sale value in each month using “MAX” function on cell addresses D15, E15, F15, G15 on both sheets.
15. Enter the heading “Maximum Sale Value” in A15 cell on both sheets and bold it.
16. Find out the minimum sale value in each month using “MIN” function on cell addresses D16, E6, F16, G16 on both sheets.
17. Enter the heading “Minimum Sale Value” in A16 cell on both sheets and bold it.
18. Calculate the percentage of total sale from each employee against the value of total sales (H13) by using appropriate formula in cell addresses J7, J8, J9, J10 and J11 on both sheets. Ensure to use the absolute reference while entering the percentage formula.
19. Reduce the decimals of percentages to two values.
20. The heading of J column should be “Sale Percentage” and its formatting should be similar to other cells of the data table.
21. Apply all borders on entire data area on both sheets.
22. Apply a “thick box border” on the outer boundary of the table
23. Apply a “thick box border” on headings of row 5 and data area of row 13 on both sheets.
24. Insert a pie chart on “Sale Percentage” values of all employees on both sheets.
25. Apply the data labels on both charts along with relevant heading.
26. Insert your name, class and section in the header of both sheets.
27. Merge the cells A1, I1 and J1 on both sheets.
28. Adjust the page setting to ensure that each sheet is printed on a single page with data table and both charts:
 - a. Page Orientation
 - b. Margin Settings
 - c. Print Scaling
29. Update the chart of 2019 sheet and take the printout of Sheet 1, 2018 and 2019 sheets.