**Suggested Answers:**

**DATA ANALYSIS USING SPREADSHEETS**

**Term-I**

Q1.

1. =SUM(B2:B5)
2. =SUM(G2:G5)
3. DAS: =SUM(C2:F2)

ME: =SUM(C3:F3)

Stat-M= SUM(C4:F4)

OB = SUM(C5:F5)

1. B8=(G7/B7)\*100
2. Use IF Function in D8 = if(B8>35,”PASS”,”FAIL”)
3. i) =IF(D8=”PASS”,if(B8>75,”Distinction”,if(B8>=65,”Ist”,if(B8>=45,”2nd”,”FAIL”))))

Q2. Use Pivot Table to find out all the answers.

1. Use Customer in row and purchased items in value (find out count)use filter to find out top 5)
2. User customer (filter Kohl), revenue in value and Date in Column
3. After creating pivot charts you need to comment on total revenue by each zone, which zone is doing best etc.
4. Choose customer in row, products in columns and quantity in value field.

Q3. a) Apply COUNTIFS (criteria 1- revenue>50000 and criteria -2 South)

 b) Apply COUNTIF (only 1 criteria quantity >500)

 c. Apply custom SORT on revenue from largest to smallest

 d. Use conditional formatting to highlight name of the retailers who are selling quantity more

 than 1000.

Q4. a. Apply Vlookup and lookup value will be quantity and this time you have to take approximate

 match.

 b. Apply Hlookup and lookup value will be region.