Microsoft Excel Assignment: Sales Analysis

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This assignment will help you practice using basic Excel functions and formatting to analyze sales data.

Scenario: You are a sales manager for a company that sells electronics. You are provided with a spreadsheet containing sales data for the past quarter. Your task is to analyze this data and answer some questions to gain insights into sales performance.

Sample Sheet:

Column A	Column B	Column C	Column D
Product	**Quantity Sold**	**Unit Price**	**Total Sales**
Laptop A	25	$800	=B2*C2
Laptop B	18	$1000	=B3*C3
Phone X	30	$500	=B4*C4
Phone Y	12	$700	=B5*C5
Monitor Z	15	$200	=B6*C6

Instructions:

1. **Complete the "Total Sales" column:** Use the appropriate formula to calculate the total sales for each product by multiplying the quantity sold (column B) by the unit price (column C).
2. **Calculate Total Sales:** Use the SUM function to calculate the total sales for all products.
3. **Find the Top-Selling Product:** Use conditional formatting to highlight the row with the highest total sales.
4. **Calculate Average Unit Price:** Use the AVERAGE function to calculate the average unit price across all products.
5. **Analyze Sales by Product Category:** Assume the products can be categorized (Laptops, Phones, Monitors). Create a new table summarizing total sales for each category. Use the SUMIF function to achieve this.
6. **Create a Chart:** Create a bar chart to visualize total sales for each product.

Optional:

- Use data validation to ensure only valid data is entered in the "Quantity Sold" and "Unit Price" columns.
- Create a pie chart to show the percentage contribution of each product category to total sales.

Deliverables:

- Submit your completed Excel spreadsheet with all formulas and formatting applied.

Tips:

- Use the Excel Help function (F1 key) for assistance with specific formulas and functions.
- Explore formatting options to make your spreadsheet visually appealing and easy to understand.

This assignment allows you to practice:

- Entering and formatting data in Excel
- Using basic formulas (SUM, AVERAGE, SUMIF)
- Conditional formatting
- Creating charts and graphs

By completing this assignment, you will gain valuable skills in data analysis and presentation using Microsoft Excel.