

Excel Sheet Assignment: Product Sales

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Objective: To practice Excel skills in data manipulation, formatting, and basic functions.

Instructions:

Part 1: Data Entry

1. Open a new Excel workbook.
2. Create a worksheet named "Sales Data."
3. Enter the following data into the worksheet:

Date	Product	Units Sold	Unit Price	Total Sales
2024-05-01	Product A	100	10	
2024-05-02	Product B	150	15	
2024-05-03	Product C	200	20	
2024-05-04	Product A	120	10	
2024-05-05	Product B	130	15	
2024-05-06	Product C	180	20	

Part 2: Calculations

4. In the "Total Sales" column, calculate the total sales for each transaction (Units Sold * Unit Price).
5. Calculate the total sales for each product.
6. Calculate the grand total of all sales.

Part 3: Formatting

7. Format the "Total Sales" column to display currency with two decimal places.
8. Apply bold font to the headers.
9. Apply a background color of your choice to alternating rows for better readability.

Part 4: Analysis

10. Calculate the average units sold per day.
11. Identify the product with the highest total sales and highlight its row.

Submission Guidelines:

- Save your Excel file as "Excel_Assignment_[Your Name].xlsx".
- Submit your completed assignment by [Due Date] via Microsoft Teams.

Additional Notes:

- You may use any Excel functions or formulas necessary to complete the assignment.
- Ensure your calculations are accurate and formulas are properly applied.
- Feel free to add any additional formatting or analysis to enhance your worksheet.