

1) What are charts and Different Types of Charts?

line graphs, bar graphs and histograms, pie charts, and Cartesian graphs.

2) What are pivot Tables in Excel and their implementations?

A pivot table usually consists of row, column and data (or fact) fields. These fields allow several kinds of aggregations, including: sum, average, standard deviation, count, etc.

3) What is Conditional Formatting? Distinguish 5 types of Conditional Formatting.

Use conditional formatting to help you visually explore and analyse data, detect critical issues, and identify patterns and trends.

1. Background Colour Shading (of cells)
2. Foreground Colour Shading (of fonts)
3. Data Bars
4. Icons (which have 4 different image types)
5. Values

4) How to Clear Formatting in Excel without actually removing the Cell Content?

- Select the cell or range of cells from which you want to clear formatting.
- On the *Home* tab, in the *Editing* group, click the arrow next to the *Clear* button.
- Select the **Clear Formats** option.

This will erase all cell formatting (including conditional formatting, number formats, fonts, colors, borders, etc.) but keep the cell contents.

5) Create a Pivot Table and Chart for the Given Table?

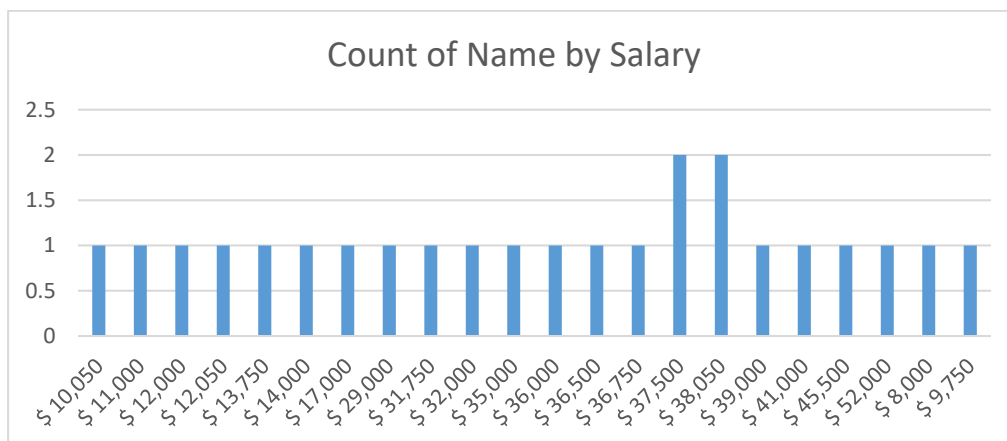
**Pivot Table**

Name	Full Time	Part Time	Grand Total
Brown	1		1
Aaron Knowles		1	1
Brenda Baxter	1		1
Carol Schultz	1		1
Charles Brown	1		1
Daniel Wood		1	1
Debra Boyle	1		1
Donald Coleman	1		1
Donna Steele	1		1
Elizabeth Wilson		1	1

Frank Morin	1		1
Gary Brown		1	1
George Perry		1	1
Jason Chandler	1		1
Jennifer Moore	1		1
Jerry Buckner	1		1
Jessica Hensley	1		1
Jose Grimes		1	1
Joshua Huber	1		1
Kathleen Tillman		1	1
Lisa Price		1	1
Mary Williams	1		1
Matthew Small	1		1
Ruth Munoz		1	1
<b>Grand Total</b>	<b>15</b>	<b>9</b>	<b>24</b>

### Chart

Salary who gets more than \$35000



6)Create a Dashboard for the attached Excel Sheet.

### Region wise sales Report:

Region wise Report					
Sales Person	East	North	South	West	Grand Total
Anna Smith	51466	53095	52388	52433	209382
Kevin Frick	53297	51600	53488	52164	210549
Mark Harris	51522	51905	51326	52467	207220
Sara Hudson	51690	49879	51614	51040	204223
<b>Grand Total</b>	<b>207975</b>	<b>206479</b>	<b>208816</b>	<b>208104</b>	<b>831374</b>

### Product wise Report:

Product wise Sales				
Sales Persons	Item1	Item2	Item3	Grand Total
Anna Smith	69093	70585	69704	209382
Kevin Frick	69679	71479	69391	210549
Mark Harris	69409	69498	68313	207220
Sara Hudson	67523	67848	68852	204223
<b>Grand Total</b>	<b>275704</b>	<b>279410</b>	<b>276260</b>	<b>831374</b>

#### Outlet wise Report:

Outlet wise Sales				
Sales Persons	Online	Phone	Store	Grand Total
Anna Smith	69815	70947	68620	209382
Kevin Frick	69870	68657	72022	210549
Mark Harris	69549	69207	68464	207220
Sara Hudson	67505	67568	69150	204223
<b>Grand Total</b>	<b>276739</b>	<b>276379</b>	<b>278256</b>	<b>831374</b>

#### 7) Define Statistics?

statistics is the study and manipulation of data, including ways to gather, review, analyse, and draw conclusions from data

#### 8) Explain about any two Data Analysis Tool Pak?

The Data Analysis Tool Pak is included with every copy of Excel. It gives you access to a wide variety of statistical functions including **histograms, correlation**, a range of z-test and t-test functions and a random number generator.

#### 9) Explain about Histogram?

A histogram is a graphical representation that organizes a group of data points into user-specified ranges. Similar in appearance to a bar graph, the histogram condenses a data series into an easily interpreted visual by taking many data points and grouping them into logical ranges or bins.