

# BUAD 3050 Information Technology Management

## Tech Project #4 – Data Analysis with Excel

### 40 Points Possible

For this technology project – you will learn how to use 4 Excel functions: IF(), VLOOKUP(), MATCH(), and INDEX() by working through two online tutorials and you will learn how to create Excel Pivot tables and charts to aid you in analyzing data. I have also posted a couple of files and links to as additional learning resources. Of course, I would point you to Google and its many resources!

#### Part 1:

Download the Excel Document: *TP4 DataAnalysis with Excel.xlsx* from the Blackboard Assignment link.

#### Part 2:

Copy and paste the following link into your web browser:

<https://www.youtube.com/watch?v=iKN-QpBLkyM>

Listen and watch the video to understand how to use the IF() function. Then, write the formulas as indicated for columns C, E and F of the worksheet. (Instructions are also included in the Excel document – if you are familiar with the IF() function, you do not need to watch the video.)

#### Part 3:

Copy and paste the following link into your web browser:

<http://computers.tutsplus.com/tutorials/how-to-extract-data-from-a-spreadsheet-using-vlookup-match-and-index--cms-20641>

I downloaded the necessary data for this tutorial – and have included it in the TP4 Excel document provided. Using the Source Data, Sales Amounts (renamed to VLookup), Match and Index worksheets, watch and follow along with the training video to use the VLOOKUP, MATCH and INDEX functions on the worksheets as instructed.

#### Part 4:

In this part of the assignment, you will practice using Pivot Tables to analyze data. Follow this link and complete the tutorial offered by GCFLearnFree.org: <http://www.gcflearnfree.org/office2013/excel2013/27>. Be sure to complete all sections of the Pivot Table tutorial as you will need it for this assignment and the next.

Once you have familiarized yourself with the mechanics of Pivot Tables, demonstrate your skills by performing some analysis using pivot tables.

The SchweitzerData tab contains all the sales invoices for the past 12 months of sales for a company called Schweitzer. Schweitzer is a wholesaler of restaurant quality and quantity foods. Most sales are made to small, local pizzerias and bistros. The worksheet provides info on what was sold (product), to whom (customer), by whom (sales rep), how many units were sold (qty) on what date and the pertinent financial details – such as product costs, product sales and profitability.

Inside the workbook is a worksheet titled “SchweitzerAnalysis” that contains a list of 20 questions regarding customers, products, and sales reps, etc., etc). Your task in this part of the tech project is to hone your skills in using Excel Pivot Tables by creating pivot tables to answer the 20 questions about Schweitzer’s sales.

You must demonstrate your ability to create and use pivot tables to complete this part of the assignment. Save each created Pivot Tables in your Excel workbook under a separate worksheet (tab) and record your answer directly on the SchweitzerAnalysis worksheet using the **drop downs** and space provided.

**Submission & Grading:**

**Upload your updated Excel file – (with all the formulas inserted as instructed by the two video tutorials) to the Blackboard assignment link.**

Part 2: IF() Function worksheet = 5 points

Part 3: VLOOKUP() Formulas = 5 Points

MATCH() Formulas = 5 points

INDEX() Formulas = 5 Points

Part 4: Pivot Tables = 20 points (1/2 point for each correct answer)

**Total Points Available = 40**

**I would like to remind you that this homework assignment must be completed and submitted individually.**