



B.Com Honours

Semester IV

Calicut University

ADVANCED SPREADSHEET APPLICATIONS IN BUSINESS

Course Code: COM4FS112 • Module 2 Notes

Module II: Data Entry, Formatting, & Fundamental Formulas

Covers rapid data entry automation, conditional formatting, cell referencing mechanics, Excel Tables, business charting, and foundational mathematical functions.

Unit 6: Efficient Data Entry Techniques

- 1. Flash Fill (Ctrl + E):** Automatically detects patterns in adjacent columns to extract or combine text.
- 2. Data Validation:** Restricting cell entry to drop-down lists, integer ranges, or custom dates (Data → Data Validation).

Unit 7: Formatting Cells & Conditional Formatting Rules

Number formatting (Currency INR, Percentage, Accounting), custom number formats (#,##0.00), and Conditional Formatting (Highlight Cells > Value, Data Bars, Color Scales, Icon Sets).

Unit 8: Cell Referencing Mechanics – Relative, Absolute, & Mixed

Relative Reference (A1): Adjusts position automatically when copied.

Absolute Reference (\$A\$1): Locks both column and row when copied.

Mixed Reference (\$A1 or A\$1): Locks column only or row only (crucial for multiplication matrices and GST tax calculators).

Unit 9: Creating & Managing Excel Tables

Converting ranges to Tables (Ctrl + T) enables structured references (e.g., =Sales[Price] * Sales[Qty]), automatic formula propagation, Total Row, and Slicers.

Unit 10: Generating Business Charts & Graphs

Column/Bar Charts for comparisons, Line Charts for time-series trends, Pie Charts for proportions, and Combo Charts (Secondary Axis) for Sales vs Margin %.

Unit 11: Basic Formulas & Functions for Business

Core functions: SUM, AVERAGE, MIN, MAX, ROUND(number, num_digits), CONCATENATE / TEXTJOIN.

Practical Problem 1 (Cell Referencing & Sales GST Tax Invoice Table Calculation): An electronics retailer prepares a sales invoice for 3 products. Unit Price & Quantity sold are listed in columns B & C. Standard GST Rate = 18% (stored in fixed single cell \$F\$1).

Product 1: Price Rs. 10,000, Qty = 2; Product 2: Price Rs. 25,000, Qty = 1; Product 3: Price Rs. 5,000, Qty = 4. Write exact Excel formulas for (a) Subtotal before tax, (b) GST Tax Amount using Absolute Reference, and (c) Total Invoice Amount.

Sales GST Invoice Spreadsheet Calculation Table:

Row	Product Name (Col A)	Unit Price (Col B)	Quantity (Col C)	Subtotal Formula (Col D)	GST Tax Formula (Col E - 18% in \$\$1)	Total Amount (Col F)
Row 2	LED Monitor	10,000	2	=B2*C2 → 20,000	=D2*\$\$1 → 3,600	=D2+E2 → 23,600
Row 3	Laptop i5	25,000	1	=B3*C3 → 25,000	=D3*\$\$1 → 4,500	=D3+E3 → 29,500
Row 4	Wireless Keyboard	5,000	4	=B4*C4 → 20,000	=D4*\$\$1 → 3,600	=D4+E4 → 23,600
Row 5	TOTAL INVOICE	-	7 Units	=SUM(D2:D4) → 65,000	=SUM(E2:E4) → 11,700	=SUM(F2:F4) → 76,700

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