

Activity 15 - Using Database Functions

Before You Begin

The My Develetech Lists.xlsx file is open.

Scenario

As a sales manager at Develetech Industries, you want to analyze the second quarter sales figures in order to identify the impact of sales in various regions across the nation. You want to know the total sales and average sales in the quarter where sales in the Northeast and Southeast were less than \$10,000. In addition, calculating the total and average sales for the month of May will aid in your national sales analysis. You decide to use database functions to calculate the totals and averages utilizing the range name Q2Sales to simplify the formula.

- 1) Calculate the total and average sales in the Northeast and Southeast where sales were less than \$10,000.
 - a) Select the **Quarter 2 Sales** worksheet.
 - b) Verify that cell **J2** is selected and type **=DSUM(**
 - c) From the **Formula Bar**, select **Insert Function**.
 - d) In the **Function Arguments** dialog box, in the **Database** text box, select **Formulas → Use in Formula → Q2Sales**.
 - Q2Sales is a named range created in the datafile that covers the Quarter 2 sales data (i.e., the entire data on the current sheet).
 - e) Press **Tab**, and in the **Field** text box, select or type **H4** and press **Tab**.
 - Remember that the field is the column of data you wish to summarize. In the data file, you can also total any region.
 - f) In the **Criteria** text box, select or type **A1:H2** and select **OK**.
 - Advanced queries and database functions set up the criteria area in the same manner. The criteria area comprises at least three rows above the list with the headings from the list copied into row one. The following rows are used for the comparison criteria. Be sure to leave a blank row between the criteria area and the list.

Verify that total sales for the Northeast and Southeast regions, where sales were less than \$10,000, is \$257,470.

	A	B	C	D	E	F	G	H	I	J
1	Date	Month	Northeast	Southeast	Midwest	Southwest	West	Total		Sum
2			<10000	<10000						\$257,470

- g) Select cell **K2** and enter **=DAVERAGE(Q2Sales,H4,A1:H2)**
 Verify that the average total sales for the Northeast and Southeast regions, where sales were less than \$10,000, is \$64,368.

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Month	Northeast	Southeast	Midwest	Southwest	West	Total		Sum	Average
2			<10000	<10000						\$257,470	\$64,368

- 2) Edit the criteria to calculate the total and average sales for May.
- Select cells **C2:D2** and press **Delete**.
 - Select cell **B2** and enter **May**
 - If necessary, adjust the width of column **J** and verify the total and average sales for May.

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Month	Northeast	Southeast	Midwest	Southwest	West	Total		Sum	Average
2		May								\$1,665,520	\$75,705

- 3) Save the workbook and keep the file open.