HARMONISED SYSTEM OF NOMENCLATURE, SOURCES OF TRADE DATA (EXCEL, WITS, DGCIS AND SCHEDULE OF WTO TARIFF COMMITMENTS)



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WHY IMPOSE CUSTOMS DUTY

oProtect Domestic Industry

- Domestic price \$110
- Import price \$ 100
- > 25% customs duty makes the price of imports \$125 in the importing country's market

• For Generating Tax Revenue

Assumption is that the country is import dependent !!!

Controlling Imports

Relevant during shortage of foreign exchange

CUSTOMS DUTY AND TRADE LIBERALISATION UNDER GATT

- •Binding tariffs- towards achieving Comprehensive Coverage
- •A tariff binding is a ceiling level or the maximum tariff that may be applied by a Member.
- Expanding scope of products with bound tariffs

•Progressively reducing bound tariffs

09/05/2014



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How to decide product coverage under flexibilitiesin the Context of NAMA Negotiation

 Identify products where new bound rate < existing applied customs duty

• Price Competitiveness Comparison

• Analysis based on other "Socio-economic" factors





Source: Author calculations based the Centre for WTO Stud databases.







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WITS		
Quick Search 🎽 Advanced 6	Query 🐣 🔰 Tariff and Trade Simulations 🖜 👘 Results 💙	Utilities * Support Materials *
Welcome WITS application is aimed to help users f	find trade values and quantities for products on various nomenclature:	s: find tariff rates for products in different markets based on various
product classifications; compare tariffs at simulate economic impacts of various ma	cross markets; analyze protection levels for countries and products ov riket access conditions. List of available data include:	ver time; compare scenarios of changes to applied or bound tariffs; or
What is new: • Generate Trade Indicators charts	MFN and preferential rates Bound tariffs for WTO member countries	 Trade values and quantities from UNSD's COMTRADE database
eLearning Tariff Cuts & Trade Simulator Offline tool	 Ad valorem equivalents (AVEs) or specific tariffs using different methodologies) 	 Tarm simulations Predefined country and product groups (various product nomenclatures: HS, SITC, ISIC, CPC, GTAP etc)
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UNSD COMTRADE: Contains annual trade flow information coverin gross-imports, gross -exports, Re-Imports and Re-Exports since

UNCTAD TRAINS: Contains annual tariffs structures (MFN Applied and Preferential tariffs, Ad Valorem or not) and Non-Tariff Barriers information since 1988 at the National tariff line (NTL)

WTO IDB/CTS: Contains annual imports (values) and tariff structures (current and final Bound, MFN Applied and Preferential tariffs, Ad Valorem or not) since 1996 at the National tariff linelevel for WTO member countries only



- Enter a Query Name and a Query Description (with no space nor special characters) • Select COMTRADE in Data Source • Once you select COMTRADE as your Data Source, the following box will appear Home >Advanced Query > Trade Data (UN Comtrade) Trade Data (UN Comtrade) 😰 Query Name: Comtr1 ____ Reporters: <<-Select->> Products: <<-Select->> Partners: <<-Select->> Years: <<-Select->> Trade Flow: <<-Select->> Back Submit
- Click on the select button next to Reporters. A list of countries pop up :

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- Click on partner to retrieve bilateral trade information with the selected reporters
- Click on Years to open the corresponding selection panel as reproduced

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- Click on Trade Flow and highlight your desired trade flows
- Review your query before proceeding to the next step of submitting it.
- Once you have all dimensions completed, submit the query by clicking on the Submit button.
- After this you can view your query

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	Department of Commerce <u>Export Import Data Bank</u> <u>Export :: Commodity-wise</u> Dated. 9/4/2013 Valuer in US \$ Millon Sorted on PSCode								
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S.No.	HSCode	Commodity	2009-2010	%Share	2010-2011	%Share	%Growth	Code digit level	
1.	01	LIVE ANIMALS.	16.81	0.0094	12.26	0.0049	-27.08	468	
	02	MEAT AND EDIBLE MEAT OFFAL.	1,323.91	0.7406	1,960.72	0.7807	48.10	468	
l,	03	FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTABRATES.	1,815.49	1.01.56	2,321.02	0.9242	27.85	100	
1.	04	DAIRY PRODUCE; BIRLS' EXCS; NATURAL HONEY; EDIBLE PROD. OF ANIMAL ORIGIN, NOT ELSEWHERE SPEC. OR INCLUDED.	194.63	0.1089	248.71	0.0990	27.78	108	
5.	0.5	PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED.	66.80	0.0374	105.76	0.0421	58.32	468	
5.	06	LIVE TREES AND OTHER PLANTS; BULES; ROOTS AND THE LIKE, CUT FLOWERS AND ORNAMENTAL FOLIAGE.	61.95	0.0347	64.85	0.0258	4.68	468	
7.	07	EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS.	848.85	0.4749	897.56	0.3574	5.74	468	
3.	08	EDIBLE FRUIT AND NUTS; PEEL OR CITRUS FRUIT OR MELONS.	1,096.62	0.6135	1,137.68	0.4530	3.74	468	
2.	09	COFFEE, TEA, MATE AND SPICES.	1,616.55	0.9044	2,181.33	0.8686	34.94	468	
10.	10	CEREALS.	2,991.45	1.6735	3,348.51	1.3333	11.94	100	
н.	11	PRODUCTS OF THE MILLING INDUSTRY; MALT; STARCHES; INULIN; WHEAT GLUTEN.	65.96	0.0369	95.59	0.0381	44.93	108	
12.	12	OIL SEEDS AND OLEA. FRUITS; MISC. GRAINS, SEEDS AND FRUIT; INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER.	835.60	0.4675	1,243.90	0.4953	48.86	108	
13.	13	LAC; GUMS, RESINS AND OTHER VEGETABLE SAPS AND EXTRACTS.	395.43	0.2212	853.33	0.3398	115.80	468	
14.	14	VEGETABLE PLAITING MATERIALS; VEGETABLE PRODUCTS NOT ELSEWHERE SPECIFIED OR INCLUDED.	50.78	0.0284	75.13	0.0299	47.94	108	
15.	15	ANIMAL OR VEGETABLE FATS AND OILS AND THEIR CLEAVAGE PRODUCTS; PRE. EDIBLE FATS; ANIMAL OR VEGETABLE WAXEX.	560.54	0.3136	745.18	0.2967	32.94	468	
16.	16	PREPARATIONS OF MEAT, OF FISH OR OF CRUSTACEANS, MOLLUSCS OR OTHER AQUATIC INVERTEBRATES	253.15	0.1416	276.46	0.1101	9.21	168	
17.	17	SUGARS AND SUGAR CONFECTIONERY.	103.82	0.0581	1,335.33	0.5317	1,186.17	100	
18	18	COCOA AND COCOA PREPARATIONS.	20.59	0.0115	27.87	0.0111	35.37	108	

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S.No.	HSCode	Commodity	2009-2010	%Share	2010-2011	%Share	%Growth	HS Code digit level
1.	01	LIVE ANIMALS.	16.81	0.0094	12.26	0.0049	-27.08	468
2	02	MEAT AND EDIBLE MEAT OFFAL.	1.323.92	0.7406	1.960.72	0.7807	48.10	468
	03	FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTABRATES.	1,815.49	1.0157	2,321.03	0.9242	27.85	168
	04	DAIRY PRODUCE; BIRDS' BORS; NATURAL HONEY; EDIBLE PROD. OF ANIMAL ORIGIN, NOT ELSEWHERE SPEC. OR INCLUDED.	194.64	0.1089	248.71	0.0990	27.78	108
5.	05	PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED.	66.30	0.0374	105.76	0.0421	58.32	468
	06	LIVE TREES AND OTHER PLANTS, BULES, ROOTS AND THE LIKE, CUT FLOWERS AND ORNAMENTAL FOLIAGE.	61.95	0.0347	64.85	0.0258	4.68	468
7.	07	EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS.	848.85	0.4749	897.56	0.3574	5.74	468
	80	EDIBLE FRUIT AND NUTS; PEEL OR CITRUS FRUIT OR MELONS.	1,096.62	0.6135	1,137.68	0.4530	3.74	468
	09	COFFEE, TEA, MATE AND SPICES.	1,616.56	0.9044	2,181.34	0.8686	34.94	468
0.	10	CEREALS.	2,991.45	1.6735	3,348.51	1.3333	11.94	468
L.	11	PRODUCTS OF THE MILLING INDUSTRY; MALT; STARCHES, INULIN; WHEAT GLUTEN.	65.96	0.0369	95.59	0.0381	44.93	468
12.	12	OIL SEEDS AND OLEA. FRUITS; MISC. GRAINS, SEEDS AND FRUIT; INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER.	835.61	0.4675	1,243.90	0.4953	48.86	468
13.	13	LAC; GUMS, RESINS AND OTHER VEGETABLE SAPS AND EXTRACTS.	395.44	0.2212	853.33	0.3398	115.80	168
4.	14	VEGETABLE PLAITING MATERIALS; VEGETABLE PRODUCTS NOT ELSEWHERE SPECIFIED OR INCLUDED.	50.78	0.0284	75.13	0.0299	47.94	108
15.	15	ANIMAL OR VEGETABLE FATS AND OLLS AND THEIR CLEAVAGE PRODUCTS; PRE. EDIBLE FATS; ANIMAL OR VEGETABLE WAXEX.	560.55	0.3136	745.19	0.2967	32.94	468
6.	16	PREPARATIONS OF MEAT, OF FISH OR OF CRUSTACEANS, MOLLUSCS OR OTHER AQUATIC INVERTEERATES	253.15	0.1416	276.46	0.1101	9.21	468
7.	17	SUGARS AND SUGAR CONFECTIONERY.	103.82	0.0581	1,335.33	0.5317	1,186.14	168
8.	18	COCOA AND COCOA PREPARATIONS.	20.59	0.0115	27.87	0.0111	35.37	168
9.	19	PREPARATIONS OF CEREALS, FLOUR, STARCH OR MILK, PASTRYCOOKS PRODUCTS.	214.53	0.1200	275.85	0.1098	28.58	468
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S.No.		\Year 2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
	Values in Rs. Lacs					0.60
L	%Growth					
	Total export of commodity	274.0	4 458.88	464.16	1,008.92	2,308.70
Ł	%Growth		67.45	1.15	117.37	128.83
i.	%Share of country (1 of 3)					0.03
i.	Total export to country	100,192.1	4 182,344.16	220,362.72	192,084.44	242,911.61
7.	96Growth		81.99	20.85	-12.83	26.46
8.	%Share of commodity (1 of 6)					0.00
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Country: A	I (IFRI A	Department of Commerce <u>Export Import Data Bank</u> Export :: Country-wise all commodities			Dated: 10/4/20 Values in US\$ Mills Sorted on HSCo
+ITC HS Code S.No.	of the Commodity is either HSCode	dropped or re-allocated from April 2011 Commodity	2009-2010	2010-2011	%Growth
1.	02	MEAT AND EDIBLE MEAT OFFAL		63.55	
2.	03	FISH AND CRUSTACEANS, MOLLUSCS AND OTHER AQUATIC INVERTABRATES.	1.25	1.08	-13.0
3.	04	DAIRY PRODUCE; BIRDS' EGGS; NATURAL HONEY; EDIBLE PROD. OF ANIMAL ORIGIN, NOT ELSEWHERE SPEC. OR INCLUDED.	2.11	0.53	-75.
4.	07	EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS.	11.21	26.31	134)
5.	08	EDIBLE FRUIT AND NUTS; PEEL OR CITRUS FRUIT OR MELONS.	4.69	2.98	-36.
6.	09	COFFEE, TEA, MATE AND SPICES.	3.28	5.05	53.
7.	10	CEREALS.	0.06	0.53	748.
8.	11	PRODUCTS OF THE MILLING INDUSTRY, MALT; STARCHES; INULIN; WHEAT GLUTEN.	0.07	0.52	680.
9.	12	OIL SEEDS AND OLEA. FRUITS; MISC. GRAINS, SEEDS AND FRUIT; INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER.	1.86	4.29	131.
10.	13	LAC; GUMS, RESINS AND OTHER VEGETABLE SAPS AND EXTRACTS.	0.08	0.21	163.
11.	14	VEGETABLE PLAITING MATERIALS; VEGETABLE PRODUCTS NOT ELSEWHERE SPECIFIED OR INCLUDED.	0.83	0.49	-41.0
12.	15	ANIMAL OR VEGETABLE FATS AND OLLS AND THEIR CLEAVAGE PRODUCTS; PRE. EDIBLE FATS; ANIMAL OR VEGETABLE WAXEX.			
13.	16	PREPARATIONS OF MEAT, OF FISH OR OF CRUSTACEANS, MOLLUSCS OR OTHER AQUATIC INVERTEBRATES	1.31	2.16	65.
14.	17	SUGARS AND SUGAR CONFECTIONERY.	0.14	6.12	4,413
15.	19	PREPARATIONS OF CEREALS, FLOUR, STARCH OR MILK; PASTRYCOOKS PRODUCTS.		0.01	
16.	20	PREPARATIONS OF VEGETABLES, FRUIT, NUTS OR OTHER PARTS OF PLANTS.	0.19	1.28	574)
17.	21	MISCELLANEOUS EDIBLE PREPARATIONS.	0.05	0.05	-33
18.	22	BEVERAGES, SPIRITS AND VINEGAR.	0.05		
19.	24	TOBACCO AND MANUFACTURED TOBACCO SUBSTITUTES.	2.32	2.21	-4;
20.	25	SALT; SULPHUR; EARTHS AND STONE; PLASTERING MATERIALS, LIME AND CEMENT.	0.25	0.44	77)



	Departme <u>Esport</u> Export	nt of Commerce <u>port Data Bank</u> :: Region-wise				
						Dated: 10/4/2013 Values in US\$ Million
i.No.	Region	2009-2010	%Share	2010-2011	%Share	%Growth
ASEAN		18,113.71	10.1335	25,627.89	10.2048	41.48
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C conferences		
	Department of Commerce Export Import Data Bank	
	Export :: Region-wise all countries	
Year	2012-2013(Apr- Dec) 👱	
Region	Ali	
Sort on:	No Sorting	
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SAR Country 2009 2010 2019 2011 Norder on year 201 region: ASEAU 2019 2011 0 Society on year 201 region: ASEAU 2019 2010 2019 2010 0 Society on year 201 region: ASEAU 100 ANFORE 7,521,17 9,825,44 3,001,01 1 BIDONESIA 3,001,30 3,000,30 3,000,30 3,000,30 1,000,000 1 BIDONESIA 3,001,30 3,000,30 3,000,30 3,000,30 1,000,000	ed: 10/4/2013 h US\$ Million ur 2010-2011	Vab			
SARe Country 2009 2010 2019 2011 %Growth SNGAPORE SINGAPORE 92019 20111 92019 2011 9201		Sorted or			
SINGAPORE 7,9217 9,253.44 INDORESIA 3,063.36 5,700.78 MALAYSIA 2,853.44 3,871.77 VIETEMAN SOC REP 1,828.95 2,631.44 THAILAND 1,740.16 2,274.21	owth	2010-2011	2009-2010	EAN Country	ion: ASE S.No.
INDONESIA 2,003.36 5,700.75 MALAYSIA 2,835.41 3,871.17 VIETNAM SOC REP 1,538.35 2,671.44 THAILAND 1,740.16 2,274.21	29.42	9,825,44	7,592.17	SINGAPORE	
MALAYSIA 2,233.41 3,271.17 VIETNAM SOC REP 1,838.95 2,651.44 THAILAND 1,740.16 2,274.21	36.10	5,700.78	3,063.36	INDONESIA	
VIETNAM SOC REP 1,838 95 2,651,44 THAILAND 1,749,16 2,77421	36.53	3,871.17	2,835.41	MALAYSIA	
THAILAND 1,740.16 2,274.21	44.18	2,651.44	1,838.95	VIETNAM SOC REP	
	30.69	2,274.21	1,740.16	THAILAND	
PHILIPPINES 748.77 881.10	17.67	881.10	748.77	PHILIPPINES	
MYANMAR 207.97 320.62	54.17	320.62	207.97	MYANMAR	
CAMBODIA 45.54 66.94	46.97	66.94	45.54	CAMBODIA	
BRUNEI 24.44 23.07	-5.62	23.07	24.44	BRUNEL	
LAO PD RP 1693 1311	-22.56	13.11	16.93	LAO PD RP	
Total 18,113.71 25.627.89	41.48	25,627.89	18,113.71	Total	
LAO FD EF 1693 1311 Total 18,113,71 25,627,89	-22.56 41.48	13.11 25,627.89	1693 18,113.71	LAO PD RP Total	



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		Department of Commerce <u>Export Import Data Bank</u> Export :: Region-wise all commodities		V	Dated: 10/4/2013 Talues in US\$ Million Sorted on HSCode
legion: A S.No.	SEAN	Commodity	2009-2010	2010-2011	%Growth
CIIIIOI	01	TITE ANIMALS	0.05	0.02	59.71
	02	MEAT AND EDIELE MEAT OFFAI	550.60	7.42.30	34.70
	03	FISH AND CRUSTACEANS. MOLLUSCS AND OTHER AQUATIC INVERTABRATES.	208.43	289.23	38.77
	04	DAIRY PRODUCE; BIRDS EGGS; NATURAL HONEY; EDIBLE PROD. OF ANIMAL ORIGIN, NOT ELSEWHERE SPEC. OR INCLUDED.	16.94	21.72	28.25
	05	PRODUCTS OF ANIMAL ORIGIN, NOT ELSEWHERE SPECIFIED OR INCLUDED.	6.16	8.18	32.88
i.	06	LIVE TREES AND OTHER PLANTS; BULES; ROOTS AND THE LIKE; CUT FLOWERS AND ORNAMENTAL FOLIAGE.	1.41	1.21	-14.12
	07	EDIBLE VEGETABLES AND CERTAIN ROOTS AND TUBERS.	113.24	162.54	43.53
	08	EDIBLE FRUIT AND NUTS; PEEL OR CITRUS FRUIT OR MELONS.	28.91	35.09	21.41
	09	COFFEE, TEA, MATE AND SPICES.	164.05	202.56	23.47
0.	10	CEREALS.	297.30	487.14	63.86
11.	11	PRODUCTS OF THE MILLING INDUSTRY; MALT; STARCHES; INULIN; WHEAT GLUTEN.	5.22	11.91	127.94
12.	12	OIL SEEDS AND OLEA. FRUITS; MISC. GRAINS, SEEDS AND FRUIT; INDUSTRIAL OR MEDICINAL PLANTS; STRAW AND FODDER.	301.03	474.58	57.65
13.	13	LAC; GUMS, RESINS AND OTHER VEGETABLE SAPS AND EXTRACTS.	16.13	23.77	47.38
14.	14	VEGETABLE PLAITING MATERIALS; VEGETABLE PRODUCTS NOT ELSEWHERE SPECIFIED OR INCLUDED.	0.90	0.73	-18.33
15.	15	ANIMAL OR VEGETABLE FATS AND OILS AND THEIR CLEAVAGE PRODUCTS; PRE. EDIBLE FATS; ANIMAL OR VEGETABLE WAXEX.	48.32	48.80	1.00
16.	16	PREPARATIONS OF MEAT, OF FISH OR OF CRUSTACEANS, MOLLUSCS OR OTHER AQUATIC INVERTEBRATES	19.89	21.65	8.86
17.	17	SUGARS AND SUGAR CONFECTIONERY.	6.46	189.56	2,833.63
18.	18	COCOA AND COCOA PREPARATIONS.	2.78	3.30	18.83
19.	19	PREPARATIONS OF CEREALS, FLOUR, STARCH OR MILK; PASTRYCOOKS PRODUCTS.	14.15	17.82	25.93
20.	20	PREPARATIONS OF VEGETABLES, FRUIT, NUTS OR OTHER PARTS OF PLANTS.	7.48	7.82	4.57
21.	21	MISCELLANEOUS EDIBLE PREPARATIONS.	26.18	26.82	2.44
	22	BEVERAGES SPIRITS AND VINEGAR	13.38	17.46	30.41



	Departi	ment of Comm	erce			
	Expor	<u>rt Import Data Ban</u> Country - wise	<u>k</u>			
		county mise				
					Va	Dated: 10/04/2013 Jues in TIS \$ Million
S.No:	ALGENIA	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
	EXPORT	377.17	653.08	574.19	781.94	835.65
	%Growth		73.15	-12.08	36.18	6.87
3.	India's Total Export	163,132.18	185,295.36	178,751.43	251,136.19	305,963.92
4.	%Growth		13.59	-3.53	40.49	21.83
5.	%Share	0.23	0.35	0.32	0.31	0.27
5.	IMPORT	1,238.95	1,052.57	995.32	1,816.19	2,177.01
7.	%Growth		-15.04	-5.44	82.47	19.87
8.	India's Total Import	251,654.01	303,696.31	288,372.88	369,769.13	489,319.49
9 .	%Growth		20.68	-5.05	28.23	32.33
10.	%Share	0.49	0.35	0.35	0.49	0.44
11.	TOTAL TRADE	1,616.12	1,705.65	1,569.51	2,598.13	3,012.66
12.	%Growth		5.54	-7.98	65.54	15.95
13.	India's Total Trade	414,786.19	488,991.67	467,124.31	620,905.32	795,283.41
14.	%Growth		17.89	-4.47	32.92	28.08
15.	%Share	0.39	0.35	0.34	0.42	0.38
16.	TRADE BALANCE					
17.	India's Trade Balance	-88,521.83	-118,400.95	-109,621.45	-118,632.94	-183,355.57



OBJECTIVES

- Basic Introduction to EXCEL
- Data Handling: Basic Functions (Eg. Sum, average etc.)
- Sorting in Excel
- Applying Filters
- Using Functions
- Using the EXACT function
- Using the INTEGER function
- Using the VLOOKUP function
- Creating Pivot Table

BASIC INTRODUCTION: ENTERING FORMULAS

- A formula is a mathematical expression that calculates a value.
- In Excel, formulas always begin with an equal sign (=).
- A formula can consist of one or more arithmetic operators.
- The order of precedence is a set of predefined rules that Excel follows to calculate a formula.

BASIC INTRODUCTION: USING SIMPLE FUNCTIONS

Operation	Arithmetic Operator	Example	Description
Addition	+	=10+A1 =B1+B2+B3	Adds 10 to the value in cell A1 Adds the values in cells B1, B2, and B3
Subtraction	-	=C9–B2 =1–D2	Subtracts the value in cell B2 from the value in cell C9 Subtracts the value in cell D2 from 1
Multiplication	*	=C9*B9 =E5*0.06	Multiplies the values in cells C9 and B9 Multiplies the value in cell E5 by 0.06
Division	/	=C9/B9 =D15/12	Divides the value in cell C9 by the value in cell B9 Divides the value in cell D15 by 12
Exponentiation	^	=B5^3 =3^B5	Raises the value of cell B5 to the third power Raises 3 to the value in cell B5
Order of pre	cedence rules		

Formula (A1=50, B1=10, C1=5)	Order of Precedence Rule	Result	
=A1+B1*C1	Multiplication before addition	100	
=(A1+B1)*C1	Expression inside parentheses executed before expression outside	300	
=A1/B1-C1	Division before subtraction	0	
=A1/(B1-C1)	Expression inside parentheses executed before expression outside	10	
=A1/B1*C1	Two operators at same precedence level, leftmost operator evaluated first	25	
=A1/(B1*C1)	Expression inside parentheses executed before expression outside	1	

DATA SORTING

• Data in a spreadsheet can be sorted either alphabetically or numerically.

o To Sort Data:

- Choose the data that you want to sort and highlight the columns/rows.
- Click Data from the Menu Bar and Click Sort from the Data Menu.
- The Sort Box will ask you how you want to sort your information. For example, do you want to sort Column A in ascending order or descending order?

DATA FILTERING

- The processing of displaying only those records that meet some criteria is called Filtering.
- When data in the list is filtered, records that do not meet your criteria are hidden.
 - These records are not removed from the list and, therefore, can be redisplayed by removing the filter
- Simple filters can be specified by clicking the list arrow on any field name cell.
- More complex filters must be created using the Custom AutoFilters option.

DATA FILTERING

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2	1733	Sort Ascending	Pickup	5272	Police & Security	\$ 15,914	\$ 1,839	
3	1649	son bescending	Pickup	2250	Printing Services	\$ 20,680	\$ 370	
4	1680	(AI)	Pickup	23915	Housing & Residential Life	\$ 16,763	\$ 1,775	
6	1476	(Top 10)	Pickup	47222	Property	\$ 11,232	\$ 2,000	
6	2131	(Custom)	Pickup	31394	Housing & Residential Life	\$ 15,613	\$ 450	
7	2353	Dodge	Pickup	58570	Dining Services	\$ 14,127	\$ 1,255	
8	818	Ford	Pickup	37786	Housing & Residential Life	\$ 13,783	\$ 1,594	
9	1575	GMC	Pickup	43896	Property	\$ 12,643	\$ 603	
0	1375	1999 Ford	Pickup	45608	Housing & Residential Life	\$ 15,866	\$ 72	
1	1675	1999 Chevrolet	Pickup	54741	Property	\$ 9,839	\$ 160	
2	2132	1998 Chevrolet	Pickup	77104	Housing & Residential Life	\$ 14,019	\$ 594	
3	1016	1997 Ford	Pickup	52728	Housing & Residential Life	\$ 14,757	\$ 2,000	
4	877	1996 Chevrolet	Pickup	50580	Property	\$ 14,130	\$ 279	
15	829	1995 Ford	Pickup	32765	Housing & Residential Life	\$ 5,000	\$ 1,370	
	000	2003 Cheurolat	Sedan	8900	Police & Security	\$ 20,904	\$ 939	

USING FUNCTIONS

- A **function** is a named operation that returns a value
- For example, to add the values in the range A1:A10, you could enter the following long formula:
 =A1+A2+A3+A4+A5+A6+A7+A8+A9+A10

Or, you could use the SUM function to accomplish the same thing:

=SUM(A1:A10)

USING THE INTEGER FUNCTION

- When you use the INT function, which requires only a single *number* argument, Excel rounds the value down to the nearest integer. For example, you may want to convert a 6 digit product code to chapter level. This can be easily achieved using the INTEGER function.
- For example if cell A1 contains the 6 digit HS code say, 010010, =INT(A3) returns the value 1 to the cell.

USING THE EXACT FUNCTION

- The EXCAT functions checks if the value in a cell say A1 is exactly the same at the value in cell B1.
- To use the Exact function, =EXACT(Cell 1, Cell 2)
- If the values in the cells are exactly the same, the exact function will give the result TRUE.

USING THE VLOOKUP FUNCTION

- A **lookup table** is a table that organizes data you want to retrieve into different categories
- The categories for the lookup table, called **compare values**, are located in the table's first column or row
- To retrieve a particular value from the table, a lookup value (the value you are trying to find) needs to match the compare values
- VLOOKUP(lookup_value, table_array, col_index_n um, [range_lookup])

USING THE VLOOKUP FUNCTION

	Evention Annuments	- 9- Iara	
health plan code for the employee in row 2	Lookup_value 2	56 - 1440F' 166 - 1440F'	the column in the
table that contains the data you want	Col_index_num 2	= 2 - FALSE = 1500	HealthPlanRates lookup table that stores the monthly cos
ndicates you want	Loois for a value in the leftmost palum of a ta specify. By default, the table must be sorted in Range lookup is a asc	ble, and them returns a value in the some row from a column you n an exerciting order. I singled values to find the closest match in the first column (sorted in rending order) = TRUE or comfled; find an exact match = FALSE.	cost of the health plan
o mid an exact match	Formula result = 1500		2 of the Employee table

CREATING PIVOT TABLE REPORTS

- A **PivotTable** is an interactive table that enables you to group and summarize either a range of data or an Excel table into a concise, tabular format for easier reporting and analysis.
- Click in the Excel table or select the range of data for the PivotTable
- In the Tables group on the Insert tab, click the PivotTable button
- Click the Select a table or range option button and verify the reference in the Table/Range box
- Click the New Worksheet option button or click the Existing worksheet option button and specify a cell
- o Click the OK button
- Click the check boxes for the fields you want to add to the PivotTable (or drag fields to the appropriate box in the layout section)
- o If needed, drag fields to different boxes in the layout section

CREATING PIVOT TABLE REPORTS

REFRESHING DATA IN A PIVOT TABLE

- You cannot change the data directly in the PivotTable. Instead, you must edit the Excel table, and then **refresh**, or update, the PivotTable to reflect the current state of the art objects list
- Click the PivotTable Tools Options tab on the Ribbon, and then, in the Data group, click the Refresh button

Thank You