

## Title: Cleaning and Combining Quarterly Sales Data

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### Scenario:

You are a Junior BI Analyst at **Altara Components**, a multinational supplier of electronic systems for industrial use. Each regional team submits their quarterly sales reports independently, with no standardized formatting.

The Group Sales Controller has asked you to **combine the sales records from Q1 and Q2** into a clean, structured table that can be used in future analyses.

Unfortunately, both files are formatted differently and contain several issues: unnecessary metadata rows, non-promoted headers, and inconsistent column types.

This exercise is part of your onboarding challenge — your task is to demonstrate you understand Power Query fundamentals while creating a dataset that will feed the global sales dashboard.

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### Data Available:

#### 1. Raw\_Sales\_Q1.xlsx

- Sheet: Sales\_Q1
- Contains transaction-level sales data for January to March
- Issues: 2 metadata rows on top, headers not promoted, some columns formatted as text

#### 2. Raw\_Sales\_Q2.xlsx

- Sheet: Sales\_Q2
- Same structure as Q1 but for April to June
- Same inconsistencies

Each file contains the following real data (once cleaned):

- OrderID: unique identifier for the transaction
- Date: date of the sale
- CustomerID: internal ID of the client
- ProductRef: product reference sold
- Quantity: number of units sold
- Revenue: total sales value in EUR

## **Objective:**

Create a single, clean, consolidated table called **Sales\_YTD\_2024** that appends data from Q1 and Q2 and is ready for use in further modeling.

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## **Key Transformations:**

During this exercise, you are expected to:

- Remove any **top metadata rows** from both Q1 and Q2 files
  - **Promote headers** from the correct row
  - Ensure **data types are consistent**:
    - Dates as Date
    - Quantity as Whole Number
    - Revenue as Decimal Number
  - Apply **column renaming** if needed for clarity
  - **Append the two queries** into one unified table
  - Create a final query named **Sales\_H1\_2024**
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## **Takeaways:**

This task reinforces foundational Power Query concepts:

- Navigating messy, real-world Excel files
- Cleaning and standardizing raw input
- Appending multiple tables with the same structure
- Verifying and applying correct data types
- Naming and structuring output queries clearly