

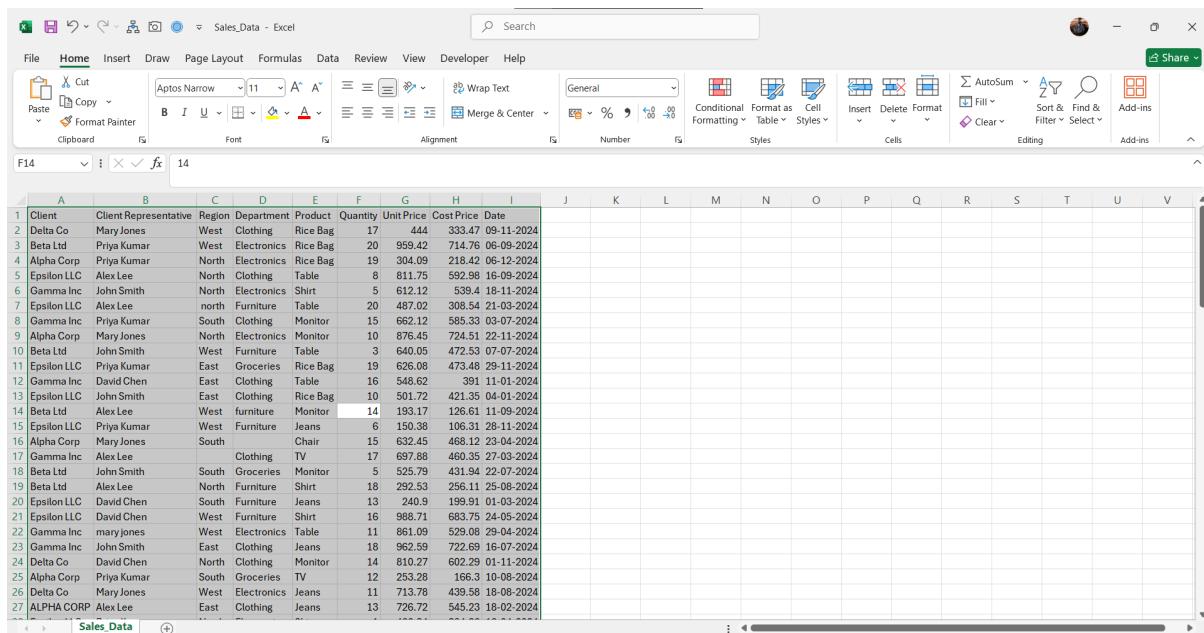
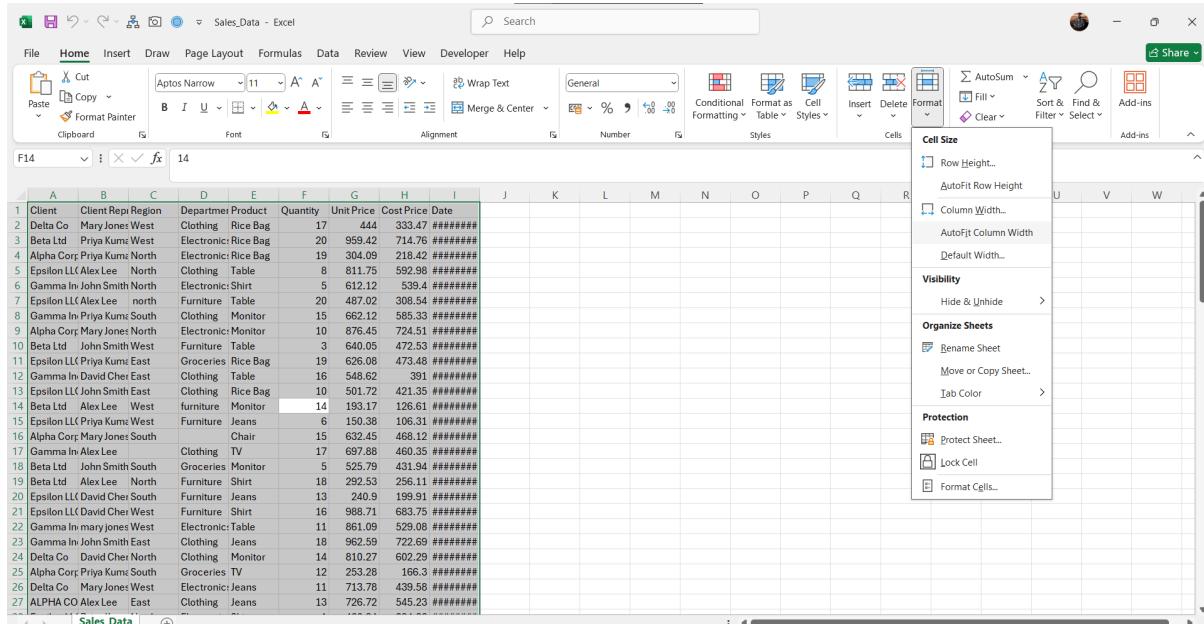
Sales Performance Analysis – Excel Data Cleaning & Analysis Documentation

Project Overview

- **Dataset:** Messy sales dataset (~150 rows)
 - **Columns:** Client, Client Representative, Region, Department, Product, Quantity, Unit Price, Cost Price, Date
 - **Purpose:** Demonstrate data cleaning, transformation, and analysis in Excel.

Step 1: Auto-Fit Columns & Rows (Initial Formatting)

1. Open your messy Excel dataset.
 2. Select the entire dataset (or a portion for screenshots).
 3. Go to Home → Format → AutoFit Column Width.
 4. Then, Home → Format → AutoFit Row Height.



Step 2: Remove Duplicates

1. Select all columns (Ctrl + A)
 2. Data → Remove Duplicates

Sales Data - Excel

File Home Insert Draw Page Layout Formulas Data Review View Developer Help

Get From Text/CSV Get From Web Existing Connections Refresh Properties Workbook Links All Advanced

Sort & Filter Advanced

Data Types Text to Columns Data Tools Forecast Sheet What-If Analysis Outline Analysis

Group Ungroup Subtotal

Delta Co

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Client	Client Representative	Region	Department	Product	Quantity	Unit Price	Cost Price	Date													
2	Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	09-11-2024													
3	Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024													
4	Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024													
5	Epsilon LLC	Alex Lee	North	Clothing	Table	8	811.75	592.98	16-09-2024													
6	Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12	539.4	18-11-2024													
7	Epsilon LLC	Alex Lee	north	Furniture	Table	20	487.02	308.54	21-03-2024													
8	Gamma Inc	Priya Kumar	South	Clothing	Monitor																	
9	Alpha Corp	Mary Jones	North	Electronics	Monitor																	
10	Beta Ltd	John Smith	West	Furniture	Table																	
11	Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag																	
12	Gamma Inc	David Chen	East	Clothing	Table																	
13	Epsilon LLC	John Smith	East	Clothing	Rice Bag																	
14	Beta Ltd	Alex Lee	West	furniture	Monitor	14	193.17	126.61	11-09-2024													
15	Epsilon LLC	Priya Kumar	West	Furniture	Jeans	6	150.38	105.31	28-11-2024													
16	Alpha Corp	Mary Jones	South		Chair	15	632.45	468.12	23-04-2024													
17	Gamma Inc	Alex Lee		Clothing	TV	17	697.88	460.35	27-03-2024													
18	Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79	431.94	22-07-2024													
19	Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53	256.11	25-08-2024													
20	Epsilon LLC	David Chen	South	Furniture	Jeans	13	240.9	198.91	01-03-2024													
21	Epsilon LLC	David Chen	West	Furniture	Shirt	16	988.71	683.75	24-05-2024													
22	Gamma Inc	mary Jones	West	Electronics	Table	11	861.09	529.08	29-04-2024													
23	Gamma Inc	John Smith	East	Clothing	Jeans	18	962.59	722.69	16-07-2024													
24	Delta Co	David Chen	North	Clothing	Monitor	14	810.27	602.29	01-11-2024													
25	Alpha Corp	Priya Kumar	South	Groceries	TV	12	253.28	166.3	10-08-2024													
26	Delta Co	Mary Jones	West	Electronics	Jeans	11	713.78	439.58	18-08-2024													
27	ALPHA CORP	Alex Lee	East	Clothing	Jeans	13	726.72	545.23	18-02-2024													

Microsoft Excel

3 duplicate values found and removed; 100 unique values remain. Note that counts may include empty cells, spaces, etc.

OK

Step 3: Replacing value in Client Column

The screenshot shows a Microsoft Excel spreadsheet titled "Sales_Data - Excel". The data consists of 30 rows of sales information across columns A through V. Row 1 is a header. The "Client" column contains various company names like Delta Co, Beta Ltd, Alpha Corp, Epsilon LLC, Gamma Inc, etc. In row 27, the "Client" cell contains "ALPHA CORP". A search bar at the top right has "ALPHA CORP" typed into it. The "Data" tab is selected in the ribbon. A "Replace" dialog box is open, with "Find what:" set to "ALPHA CORP" and "Replace with:" set to "alpha corp". The "Replace All" button is highlighted in blue.

This screenshot shows the same Excel spreadsheet after the replacement operation. The "Client" column now uniformly displays "alpha corp" instead of "ALPHA CORP". The rest of the data remains unchanged, including the header row and other company names.

Column Client Representative

1. Insert a new column next to Client

- Likewise for Columns Client Representative, Region, Department to correct inconsistent entries

- " north " → "North"
- "mary jones" → "Mary Jones"
- "furniture" → " Furniture "

	A	B	C	D
1	Client	Client Representative	Client Representaive	Region
2	Delta Co	Mary Jones		West Clo
3	Beta Ltd	Priya Kumar		West Ele
4	Alpha Corp	Priya Kumar		North Ele
5	Epsilon LLC	Alex Lee		North Clo
6	Gamma Inc	John Smith		North Ele
7	Epsilon LLC	Alex Lee		north Fur
8	Gamma Inc	Priya Kumar		South Clo

B2 ▼ ✖ ✓ fx =TRIM(PROPER(B2))

	A	B	C
1	Client	Client Representative	Client Representaive
2	Delta Co	Mary Jones	=TRIM(PROPER(B2))
3	Beta Ltd	Priya Kumar	
4	Alpha Corp	Priya Kumar	
5	Epsilon LLC	Alex Lee	

	A	B	C	D
		Client Representative	Client Representaive	Region
Co		Mary Jones	Mary Jones	West C
td		Priya Kumar		West El
Corp		Priya Kumar		North El
in LLC		Alex Lee		North C
na Inc		John Smith		North El
in LLC		Alex Lee		north Fi
na Inc		Priya Kumar		South C

C1



fx

Client Representaive

	A	B	C
1	Client	Client Representative	Client Representaive
2	Delta Co	Mary Jones	Mary Jones
3	Beta Ltd	Priya Kumar	Priya Kumar
4	Alpha Corp	Priya Kumar	Priya Kumar
5	Epsilon LLC	Alex Lee	Alex Lee
6	Gamma Inc	John Smith	John Smith
7	Epsilon LLC	Alex Lee	Alex Lee
8	Gamma Inc	Priya Kumar	Priya Kumar
9	Alpha Corp	Mary Jones	Mary Jones
10	Beta Ltd	John Smith	John Smith
11	Epsilon LLC	Priya Kumar	Priya Kumar
12	Gamma Inc	David Chen	David Chen
13	Epsilon LLC	John Smith	John Smith
14	Beta Ltd	Alex Lee	Alex Lee
15	Epsilon LLC	Priya Kumar	Priya Kumar
16	Alpha Corp	Mary Jones	Mary Jones
17	Gamma Inc	Alex Lee	Alex Lee
18	Beta Ltd	John Smith	John Smith
19	Beta Ltd	Alex Lee	Alex Lee
20	Epsilon LLC	David Chen	David Chen
21	Epsilon LLC	David Chen	David Chen
22	Gamma Inc	mary jones	Mary Jones
23	Gamma Inc	John Smith	John Smith

Replace Original Column

1. After converting all rows, select the new Capitalised column.
2. Copy → Paste as Values to overwrite the original Client column.
 - This keeps the cleaned, Capitalized text and removes the formula

The screenshot shows an Excel spreadsheet titled "Sales_Data - Excel". The "Home" tab is selected in the ribbon. A context menu is open over a cell in the second column, specifically over the word "representative". The menu is titled "Paste" and includes options for "Paste Values", "Paste Special...", and "Other Paste Options". The "Paste Values" option is highlighted. The table has two columns: "Client Representative" and "Client Representative". The first row contains the text "Client Representative" in both columns. Rows 2 through 8 show various names: "Mary Jones", "Priya Kumar", "Priya Kumar", "Alex Lee", "John Smith", "Alex Lee", and "Priya Kumar". The last six rows (rows 9 to 14) show company names: "Alpha Corp", "Beta Ltd", "Epsilon LLC", "Gamma Inc", "Epsilon LLC", and "Beta Ltd" in the first column, and their corresponding names in the second column. The font used is "Aptos Narrow" at size 11. The "fx" button in the formula bar indicates that the formula was previously used for the first row.

	Client Representative	Client Representative
1	representative	Client Representative
2	Mary Jones	Mary Jones
3	Priya Kumar	Priya Kumar
4	Priya Kumar	Priya Kumar
5	Alex Lee	Alex Lee
6	John Smith	John Smith
7	Alex Lee	Alex Lee
8	Priya Kumar	Priya Kumar
9	Alpha Corp	Mary Jones
10	Beta Ltd	John Smith
11	Epsilon LLC	Priya Kumar
12	Gamma Inc	David Chen
13	Epsilon LLC	John Smith
14	Beta Ltd	Alex Lee

B1 Client Representaive

	A	B	C	D	E	F	G	H	I	J
1	Client	Client Representative	Region	Department	Product	Quantity	Unit Price	Cost Price	Date	
2	Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	09-11-2024	
3	Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024	
4	Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024	
5	Epsilon LLC	Alex Lee	North	Clothing	Table	8	811.75	592.98	16-09-2024	
6	Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12	539.4	18-11-2024	
7	Epsilon LLC	Alex Lee	north	Furniture	Table	20	487.02	308.54	21-03-2024	
8	Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	662.12	585.33	03-07-2024	
9	Alpha Corp	Mary Jones	North	Electronics	Monitor	10	876.45	724.51	22-11-2024	
10	Beta Ltd	John Smith	West	Furniture	Table	3	640.05	472.53	07-07-2024	
11	Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag	19	626.08	473.48	29-11-2024	
12	Gamma Inc	David Chen	East	Clothing	Table	16	548.62	391	11-01-2024	
13	Epsilon LLC	John Smith	East	Clothing	Rice Bag	10	501.72	421.35	04-01-2024	
14	Beta Ltd	Alex Lee	West	furniture	Monitor	14	193.17	126.61	11-09-2024	
15	Epsilon LLC	Priya Kumar	West	Furniture	Jeans	6	150.38	106.31	28-11-2024	
16	Alpha Corp	Mary Jones	South		Chair	15	632.45	468.12	23-04-2024	
17	Gamma Inc	Alex Lee		Clothing	TV	17	697.88	460.35	27-03-2024	
18	Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79	431.94	22-07-2024	
19	Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53	256.11	25-08-2024	
20	Epsilon LLC	David Chen	South	Furniture	Jeans	13	240.9	199.91	01-03-2024	
21	Epsilon LLC	David Chen	West	Furniture	Shirt	16	988.71	683.75	24-05-2024	
22	Gamma Inc	Mary Jones	West	Electronics	Table	11	861.09	529.08	29-04-2024	
23	Gamma Inc	John Smith	East	Clothing	Jeans	18	962.59	722.69	16-07-2024	
24	Delta Co	David Chen	North	Clothing	Monitor	14	810.27	602.29	01-11-2024	
25	Alpha Corp	Priya Kumar	South	Groceries	TV	12	253.28	166.3	10-08-2024	
26	Delta Co	Mary Jones	West	Electronics	Jeans	11	713.78	439.58	18-08-2024	
27	ALPHA CORP	Alex Lee	East	Clothing	Jeans	13	726.72	545.23	18-02-2024	

Cleaning Region Column

1. Insert a new column next to region.
2. Apply formula = TRIM(PROPER(C2)) to all rows.

	A	B	C	D	E	F
1	Client	Client Representaive	Region	Region	Department	Product
2	Delta Co	Mary Jones	West		Clothing	Rice Bag
3	Beta Ltd	Priya Kumar	West		Electronics	Rice Bag
4	Alpha Corp	Priya Kumar	North		Electronics	Rice Bag
5	Epsilon LLC	Alex Lee	North		Clothing	Table
6	Gamma Inc	John Smith	North		Electronics	Shirt
7	Epsilon LLC	Alex Lee	north		Furniture	Table
8	Gamma Inc	Priya Kumar	South		Clothing	Monitor
9	Alpha Corp	Mary Jones	North		Electronics	Monitor
10	Beta Ltd	John Smith	West		Furniture	Table
11	Epsilon LLC	Priya Kumar	East		Groceries	Rice Bag
12	Gamma Inc	David Chen	East		Clothing	Table
13	Epsilon LLC	John Smith	East		Clothing	Rice Bag
14	Beta Ltd	Alex Lee	West		furniture	Monitor
15	Epsilon LLC	Priya Kumar	West		Furniture	Jeans
16	Alpha Corp	Mary Jones	South			Chair
17	Gamma Inc	Alex Lee			Clothing	TV
18	Beta Ltd	John Smith	South		Groceries	Monitor
19	Beta Ltd	Alex Lee	North		Furniture	Shirt
20	Epsilon LLC	David Chen	South		Furniture	Jeans

C	D	E	F	
Region	Region	Department	Product	Qu
West	=TRIM(PROPER(C2))		Rice Bag	
West		Electronics	Rice Bag	
North		Electronics	Rice Bag	
North		Clothing	Table	
North		Electronics	Shirt	
north		Furniture	Table	
South		Clothing	Monitor	
North		Electronics	Monitor	
West		Furniture	Table	

C	D
Region	Region
West	West
West	West
North	North

Copy the new column → Paste as Values to replace the original column.

A	B	C	D	E
1 Client	Client Representaive	Region	Department	Product
2 Delta Co	Mary Jones	West	Clothing	Rice Bag
3 Beta Ltd	Priya Kumar	West	Electronics	Rice Bag
4 Alpha Corp	Priya Kumar	North	Electronics	Rice Bag
5 Epsilon LLC	Alex Lee	North	Clothing	Table
6 Gamma Inc	John Smith	North	Electronics	Shirt
7 Epsilon LLC	Alex Lee	North	Furniture	Table
8 Gamma Inc	Priya Kumar	South	Clothing	Monitor
9 Alpha Corp	Mary Jones	North	Electronics	Monitor
10 Beta Ltd	John Smith	West	Furniture	Table
11 Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag
12 Gamma Inc	David Chen	East	Clothing	Table

Cleaning Department Column

1. Insert a new column next to Department.
2. Apply formula = PROPER(D2) to all rows.

C	D	E	F	G
Region	Department	Department	Product	Quantity
West	Clothing		Rice Bag	
West	Electronics		Rice Bag	
North	Electronics		Rice Bag	
North	Clothing		Table	
North	Electronics		Shirt	
North	Furniture		Table	

D	E	F	G
Department	Department	Product	Quantity
Clothing	=TRIM(PROPER(D2))		17
Electronics		Rice Bag	20
Electronics		Rice Bag	19
Clothing		Table	8
Electronics		Shirt	5
Furniture		Table	20
Clothing		Monitor	15
Electronics		Monitor	10

D	E
Department	Department
Clothing	Clothing
Electronics	Electronics
Electronics	Electronics
Clothing	Clothing
Electronics	Electronics
Furniture	Furniture
Clothing	Clothing
Electronics	Electronics
Furniture	Furniture
Groceries	Groceries
Clothing	Clothing
Clothing	Clothing
furniture	Furniture
Furniture	Furniture

Copy the new column → Paste as Values to replace the original column.

	A	B	C	D	E	F	G	H	I	J
1	Client	Client Representative	Region	Department	Product	Quantity	Unit Price	Cost Price	Date	
2	Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	09-11-2024	
3	Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024	
4	Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024	
5	Epsilon LLC	Alex Lee	North	Clothing	Table	8	811.75	592.98	16-09-2024	
6	Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12	539.4	18-11-2024	
7	Epsilon LLC	Alex Lee	North	Furniture	Table	20	487.02	308.54	21-03-2024	
8	Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	662.12	585.33	03-07-2024	
9	Alpha Corp	Mary Jones	North	Electronics	Monitor	10	876.45	724.51	22-11-2024	
10	Beta Ltd	John Smith	West	Furniture	Table	3	640.05	472.53	07-07-2024	
11	Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag	19	626.08	473.48	29-11-2024	
12	Gamma Inc	David Chen	East	Clothing	Table	16	548.62	391	11-01-2024	
13	Epsilon LLC	John Smith	East	Clothing	Rice Bag	10	501.72	421.35	04-01-2024	

Step 4: Replace Null/Blank Values with “Unknown”

Objective:

- Standardize missing values in the dataset so analysis can be performed reliably.

1. Go to Home → Replace → Blanks with Unknown

The screenshot shows an Excel spreadsheet titled "Sales_Data - Excel". The data consists of 25 rows of information across columns A through J. The columns represent Client, Client Representative, Region, Department, Product, Quantity, Unit Price, Cost Price, Date, and an empty column J. The "Home" tab is selected in the ribbon. A "Replace" dialog box is open in the foreground, with the "Replace with" field set to "Unknown". A message box indicates that 15 replacements were made. The status bar at the bottom left shows the date as 23-04-2024.

Step 5: Created a Table

- Selected the entire dataset in Excel
- Pressed Ctrl + T → shortcut to create a table
- Checked the box “My table has headers”
- Excel automatically converted the dataset into a structured Table formal.

Sales_Data - Excel

The screenshot shows a Microsoft Excel spreadsheet titled "Sales_Data". The data consists of 27 rows of sales records, each containing columns for Client, Client Representative, Region, Department, Product, Quantity, Unit Price, Cost Price, and Date. A "Create Table" dialog box is overlaid on the spreadsheet, indicating the range \$A\$1:\$I\$17 and confirming that the table has headers.

Client	Client Representative	Region	Department	Product	Quantity	Unit Price	Cost Price	Date
Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	09-11-2024
Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024
Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024
Epsilon Llc	Alex Lee	North	Clothing	Table	8	811.75	592.98	16-09-2024
Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12	539.4	18-11-2024
Epsilon Llc	Alex Lee	North	Furniture	Table	20	487.02	308.54	21-03-2024
Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	662.12	585.33	03-07-2024
Alpha Corp	Mary Jones	North	Electronics	Monitor	10	876.45	724.51	22-11-2024
Beta Ltd	John Smith	West	Furniture	Table	3	640.05	472.53	07-07-2024
Epsilon Llc	Priya Kumar	East	Groceries	Rice Bag	19	626.08	473.48	29-11-2024
Gamma Inc	David Chen	East	Clothing	Table	16	548.62	391	11-01-2024
Epsilon Llc	John Smith	East	Clothing	Rice Bag	10	501.72	421.35	04-01-2024
Beta Ltd	Alex Lee	West	Furniture	Monitor	14	193.17	126.61	11-09-2024
Epsilon Llc	Priya Kumar	West	Furniture	Jeans	6	150.38	106.31	28-11-2024
Alpha Corp	Mary Jones	South	Unknown	Chair	15	632.45	468.12	23-04-2024
Gamma Inc	Alex Lee	Unknown	Clothing	TV	17	697.88	460.35	27-03-2024
Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79	431.94	22-07-2024
Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53	256.11	25-08-2024
Epsilon Llc	David Chen	South	Furniture	Jeans	13	240.9	199.91	01-03-2024
Epsilon Llc	John Smith	East	Clothing	Shirt	16	988.71	683.75	24-05-2024
Gamma Inc	Mary Jones	West	Electronics	Table	11	861.09	529.08	29-04-2024
Gamma Inc	John Smith	East	Clothing	Jeans	18	962.59	722.69	16-07-2024
Delta Co	David Chen	North	Clothing	Monitor	14	810.27	602.29	01-11-2024
Alpha Corp	Priya Kumar	South	Groceries	TV	12	253.28	166.3	10-08-2024
Delta Co	Mary Jones	West	Electronics	Jeans	11	713.78	439.58	18-08-2024
Alpha Corp	Alex Lee	East	Clothing	Jeans	13	726.72	545.23	18-02-2024

Sales_Data - Excel

The screenshot shows the same Microsoft Excel spreadsheet as the first one, but the "Create Table" dialog box is no longer present. The data is now displayed as a formal table with a header row and distinct column names. The table includes columns for Client, Client Representative, Region, Department, Product, Quantity, Unit Price, Cost Price, and Date.

Client	Client Representative	Region	Department	Product	Quantity	Unit Price	Cost Price	Date
Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	09-11-2024
Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024
Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024
Epsilon Llc	Alex Lee	North	Clothing	Table	8	811.75	592.98	16-09-2024
Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12	539.4	18-11-2024
Epsilon Llc	Alex Lee	North	Furniture	Table	20	487.02	308.54	21-03-2024
Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	662.12	585.33	03-07-2024
Alpha Corp	Mary Jones	North	Electronics	Monitor	10	876.45	724.51	22-11-2024
Beta Ltd	John Smith	West	Furniture	Table	3	640.05	472.53	07-07-2024
Epsilon Llc	Priya Kumar	East	Groceries	Rice Bag	19	626.08	473.48	29-11-2024
Gamma Inc	David Chen	East	Clothing	Table	16	548.62	391	11-01-2024
Epsilon Llc	John Smith	East	Clothing	Rice Bag	10	501.72	421.35	04-01-2024
Beta Ltd	Alex Lee	West	Furniture	Monitor	14	193.17	126.61	11-09-2024
Epsilon Llc	Priya Kumar	West	Furniture	Jeans	6	150.38	106.31	28-11-2024
Alpha Corp	Mary Jones	South	Unknown	Chair	15	632.45	468.12	23-04-2024
Gamma Inc	Alex Lee	Unknown	Clothing	TV	17	697.88	460.35	27-03-2024
Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79	431.94	22-07-2024
Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53	256.11	25-08-2024
Epsilon Llc	David Chen	South	Furniture	Jeans	13	240.9	199.91	01-03-2024
Epsilon Llc	John Smith	East	Clothing	Shirt	16	988.71	683.75	24-05-2024
Gamma Inc	Mary Jones	West	Electronics	Table	11	861.09	529.08	29-04-2024
Gamma Inc	John Smith	East	Clothing	Jeans	18	962.59	722.69	16-07-2024
Delta Co	David Chen	North	Clothing	Monitor	14	810.27	602.29	01-11-2024
Alpha Corp	Priya Kumar	South	Groceries	TV	12	253.28	166.3	10-08-2024
Delta Co	Mary Jones	West	Electronics	Jeans	11	713.78	439.58	18-08-2024
Alpha Corp	Alex Lee	East	Clothing	Jeans	13	726.72	545.23	18-02-2024

Adding New Column Revenue:

- Revenue = [Quantity] * [Unit Price]

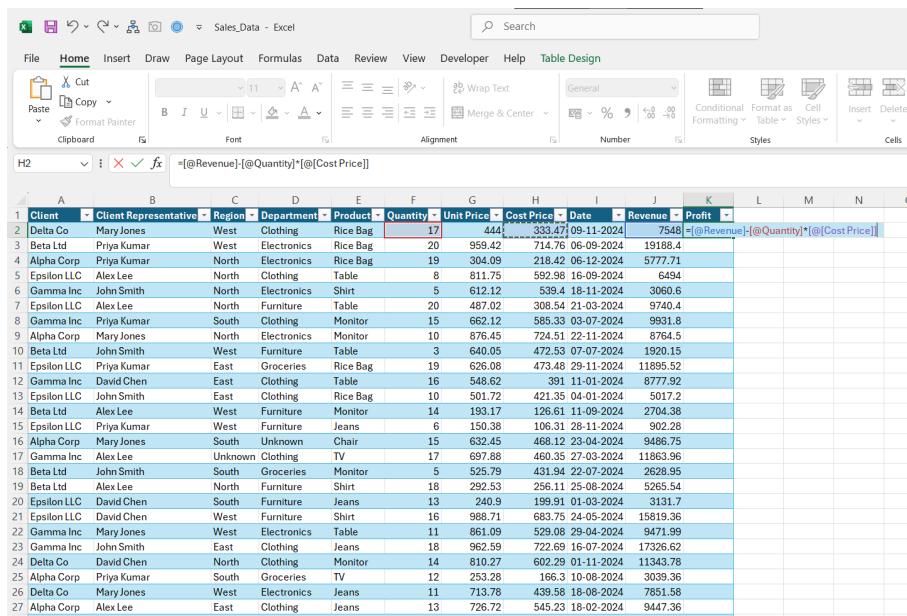
The screenshot shows the Microsoft Excel spreadsheet with the new column "Revenue" added. The formula $=[@Quantity]*[@[Unit Price]]$ is entered into the cell J2. The formula bar also displays this formula. The data in the table remains the same as the previous screenshots.

Product	Quantity	Unit Price	Cost Price	Date	Revenue
Rice Bag	17	444	333.47	09-11-2024	$=[@Quantity]*[@[Unit Price]]$
Rice Bag	20	959.42	714.76	06-09-2024	
Rice Bag	19	304.09	218.42	06-12-2024	
Table	8	811.75	592.98	16-09-2024	
Shirt	5	612.12	539.4	18-11-2024	
Table	20	487.02	308.54	21-03-2024	

H	I	J
Cost Price	Date	Revenue
333.47	09-11-2024	7548
714.76	06-09-2024	19188.4
218.42	06-12-2024	5777.71
592.98	16-09-2024	6494
539.4	18-11-2024	3060.6
308.54	21-03-2024	9740.4
585.33	03-07-2024	9931.8
724.51	22-11-2024	8764.5
472.53	07-07-2024	1920.15
473.48	29-11-2024	11895.52

Adding New Column Profit:

- Profit = → [Revenue] - ([Quantity] * [Cost Price])



The screenshot shows a Microsoft Excel spreadsheet titled "Sales_Data - Excel". The table has 13 columns labeled A through N. Column K is labeled "Profit". The formula `=[@Revenue]-[@Quantity]*[@Cost Price]` is entered in cell H2 and copied down to the rest of the column. The data includes various clients, their representatives, regions, departments, products, quantities, unit prices, cost prices, dates, revenues, and calculated profits.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	C
Client	Client Representative	Region	Department	Product	Quantity	Unit Price	Cost Price	Date	Revenue	Profit				
Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	09-11-2024	7548	<code>=[@Revenue]-[@Quantity]*[@Cost Price]</code>				
Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024	19188.4					
Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024	5777.71					
Epsilon LLC	Alex Lee	North	Clothing	Table	8	811.75	592.98	16-09-2024	6494					
Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12	539.4	18-11-2024	3060.6					
Epsilon LLC	Alex Lee	North	Furniture	Table	20	487.02	308.54	21-03-2024	9740.4					
Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	662.12	585.33	03-07-2024	9931.8					
Alpha Corp	Mary Jones	North	Electronics	Monitor	10	876.45	724.51	22-11-2024	8764.5					
Beta Ltd	John Smith	West	Furniture	Table	3	640.05	472.53	07-07-2024	1920.15					
Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag	19	626.08	473.48	29-11-2024	11895.52					
Gamma Inc	David Chen	East	Clothing	Table	16	548.62	391	11-01-2024	8777.92					
Epsilon LLC	John Smith	East	Clothing	Rice Bag	10	501.72	421.35	04-01-2024	5017.2					
Beta Ltd	Alex Lee	West	Furniture	Monitor	14	193.17	126.61	11-09-2024	2704.38					
Epsilon LLC	Priya Kumar	West	Furniture	Jeans	6	150.38	106.31	26-11-2024	902.28					
Alpha Corp	Mary Jones	South	Unknown	Chair	15	632.45	468.12	23-04-2024	9486.75					
Gamma Inc	Alex Lee	Unknown	Clothing	TV	17	697.88	460.35	27-03-2024	11863.96					
Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79	431.94	22-07-2024	2628.95					
Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53	256.11	25-06-2024	5265.54					
Epsilon LLC	David Chen	South	Furniture	Jeans	13	240.9	199.91	01-03-2024	3131.7					
Epsilon LLC	David Chen	West	Furniture	Shirt	16	988.71	683.75	24-05-2024	15819.36					
Gamma Inc	Mary Jones	West	Electronics	Table	11	861.09	529.08	29-04-2024	9471.99					
Gamma Inc	John Smith	East	Clothing	Jeans	18	962.59	722.69	16-07-2024	17326.62					
Delta Co	David Chen	North	Clothing	Monitor	14	810.27	602.29	01-11-2024	11343.78					
Alpha Corp	Priya Kumar	South	Groceries	TV	12	253.28	166.3	10-06-2024	3039.36					
Delta Co	Mary Jones	West	Electronics	Jeans	11	713.78	439.58	18-06-2024	7851.58					
Alpha Corp	Alex Lee	East	Clothing	Jeans	13	728.72	545.23	18-02-2024	9447.36					

Client	Client Representative	Region	Department	Product	Quantity	Unit Price	Cost Price	Date	Revenue	Profit	Profit Margin
Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	09-11-2024	7548	1879.01	
Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024	19188.4	4893.2	
Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024	5777.71	1627.73	
Epsilon LLC	Alex Lee	North	Clothing	Table	8	811.75	592.98	16-09-2024	6494	1750.16	
Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12	539.4	18-11-2024	3060.6	363.6	
Epsilon LLC	Alex Lee	North	Furniture	Table	20	487.02	308.54	21-03-2024	9740.4	3569.6	
Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	662.12	585.33	03-07-2024	9931.8	1151.85	
Alpha Corp	Mary Jones	North	Electronics	Monitor	10	876.45	724.51	22-11-2024	8764.5	1519.4	
Beta Ltd	John Smith	West	Furniture	Table	3	640.05	472.53	07-07-2024	1920.15	502.56	
Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag	19	626.08	473.48	29-11-2024	11895.52	2899.4	
Gamma Inc	David Chen	East	Clothing	Table	16	548.62	391	11-01-2024	8777.92	2521.92	
Epsilon LLC	John Smith	East	Clothing	Rice Bag	10	501.72	421.35	04-01-2024	5017.2	803.7	
Beta Ltd	Alex Lee	West	Furniture	Monitor	14	193.17	126.61	11-09-2024	2704.38	931.84	
Epsilon LLC	Priya Kumar	West	Furniture	Jeans	6	150.38	106.31	28-11-2024	902.28	264.42	
Alpha Corp	Mary Jones	South	Unknown	Chair	15	632.45	468.12	23-04-2024	9486.75	2464.95	
Gamma Inc	Alex Lee	Unknown	Clothing	TV	17	697.88	460.35	27-03-2024	11863.96	4038.01	
Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79	431.94	22-07-2024	2628.95	469.25	
Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53	256.11	25-08-2024	5265.54	655.56	
Epsilon LLC	David Chen	South	Furniture	Jeans	13	240.9	199.91	01-03-2024	3131.7	532.87	
Epsilon LLC	David Chen	West	Furniture	Shirt	16	988.71	683.75	24-05-2024	15819.36	4879.36	
Gamma Inc	Mary Jones	West	Electronics	Table	11	861.09	529.08	29-04-2024	9471.99	3652.11	
Gamma Inc	John Smith	East	Clothing	Jeans	18	962.59	722.69	16-07-2024	17326.62	4318.2	
Delta Co	David Chen	North	Clothing	Monitor	14	810.27	602.29	01-11-2024	11343.78	2911.72	
Alpha Corp	Priya Kumar	South	Groceries	IV	12	253.28	166.3	10-08-2024	3039.36	1043.76	
Delta Co	Mary Jones	West	Electronics	Jeans	11	713.78	439.58	18-08-2024	7851.58	3016.2	
Alpha Corp	Alex Lee	East	Clothing	Jeans	13	726.72	545.23	18-02-2024	9447.36	2359.37	

Adding New Column Profit _ Margin:

- Profit _ Margin = → =[Profit] / [Revenue] * 100

Client	Client Rep	Region	Department	Product	Quantity	Unit Price	Cost Price	Date	Revenue	Profit	Profit Margin
Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	09-11-2024	7548	1879.01	=@[Profit]/[@Revenue]*100
Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024	19188.4	4893.2	
Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024	5777.71	1627.73	
Epsilon LLC	Alex Lee	North	Clothing	Table	8	811.75	592.98	16-09-2024	6494	1750.16	
Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12	539.4	18-11-2024	3060.6	363.6	
Epsilon LLC	Alex Lee	North	Furniture	Table	20	487.02	308.54	21-03-2024	9740.4	3569.6	
Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	662.12	585.33	03-07-2024	9931.8	1151.85	
Alpha Corp	Mary Jones	North	Electronics	Monitor	10	876.45	724.51	22-11-2024	8764.5	1519.4	
Beta Ltd	John Smith	West	Furniture	Table	3	640.05	472.53	07-07-2024	1920.15	502.56	
Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag	19	626.08	473.48	29-11-2024	11895.52	2899.4	
Gamma Inc	David Chen	East	Clothing	Table	16	548.62	391	11-01-2024	8777.92	2521.92	
Epsilon LLC	John Smith	East	Clothing	Rice Bag	10	501.72	421.35	04-01-2024	5017.2	803.7	
Beta Ltd	Alex Lee	West	Furniture	Monitor	14	193.17	126.61	11-09-2024	2704.38	931.84	
Epsilon LLC	Priya Kumar	West	Furniture	Jeans	6	150.38	106.31	28-11-2024	902.28	264.42	
Alpha Corp	Mary Jones	South	Unknown	Chair	15	632.45	468.12	23-04-2024	9486.75	2464.95	
Gamma Inc	Alex Lee	Unknown	Clothing	TV	17	697.88	460.35	27-03-2024	11863.96	4038.01	
Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79	431.94	22-07-2024	2628.95	469.25	
Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53	256.11	25-08-2024	5265.54	655.56	
Epsilon LLC	David Chen	South	Furniture	Jeans	13	240.9	199.91	01-03-2024	3131.7	532.87	
Epsilon LLC	David Chen	West	Furniture	Shirt	16	988.71	683.75	24-05-2024	15819.36	4879.36	
Gamma Inc	Mary Jones	West	Electronics	Table	11	861.09	529.08	29-04-2024	9471.99	3652.11	
Gamma Inc	John Smith	East	Clothing	Jeans	18	962.59	722.69	16-07-2024	17326.62	4318.2	
Delta Co	David Chen	North	Clothing	Monitor	14	810.27	602.29	01-11-2024	11343.78	2911.72	
Alpha Corp	Priya Kumar	South	Groceries	IV	12	253.28	166.3	10-08-2024	3039.36	1043.76	
Delta Co	Mary Jones	West	Electronics	Jeans	11	713.78	439.58	18-08-2024	7851.58	3016.2	
Alpha Corp	Alex Lee	East	Clothing	Jeans	13	726.72	545.23	18-02-2024	9447.36	2359.37	

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Client	Client Ref	Region	Department	Product	Quantity	Unit Price	Cost Price	Date	Revenue	Profit	Profit Margin	
2	Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	09-11-2024	7548	1879.01	24.89414414	
3	Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024	19188.4	4893.2	25.50082341	
4	Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024	5777.71	1627.73	28.17258049	
5	Epsilon LLC	Alex Lee	North	Clothing	Table	8	811.75	592.98	16-09-2024	6494	1750.16	26.95041577	
6	Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12	539.4	18-11-2024	3060.6	363.6	11.88002352	
7	Epsilon LLC	Alex Lee	North	Furniture	Table	20	487.02	306.54	21-03-2024	9740.4	3569.6	36.64736561	
8	Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	662.12	585.33	03-07-2024	9931.8	1151.85	11.5975956	
9	Alpha Corp	Mary Jones	North	Electronics	Monitor	10	876.45	724.51	22-11-2024	8764.5	1519.4	17.33584346	
10	Beta Ltd	John Smith	West	Furniture	Table	3	640.05	472.53	07-07-2024	1920.15	502.56	26.17295524	
11	Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag	19	626.08	473.48	29-11-2024	11895.52	2899.4	24.37388193	
12	Gamma Inc	David Chen	East	Clothing	Table	16	548.62	391	11-01-2024	8777.92	2521.92	28.73026867	
13	Epsilon LLC	John Smith	East	Clothing	Rice Bag	10	501.72	421.35	04-01-2024	5017.2	803.7	16.018895	
14	Beta Ltd	Alex Lee	West	Furniture	Monitor	14	193.17	126.61	11-09-2024	2704.38	931.84	34.45669617	
15	Epsilon LLC	Priya Kumar	West	Furniture	Jeans	6	150.38	106.31	28-11-2024	902.28	264.42	29.30575874	
16	Alpha Corp	Priya Kumar	South	Unknown	Chair	15	632.45	468.12	23-04-2024	9486.75	2464.95	25.98308167	
17	Gamma Inc	Alex Lee	North	Unknown	Clothing	TV	17	697.88	460.35	27-03-2024	11863.96	4038.01	34.03593741
18	Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79	431.94	22-07-2024	2628.95	469.25	17.84933148	
19	Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53	256.11	25-08-2024	5265.54	655.56	12.45000513	
20	Epsilon LLC	David Chen	South	Furniture	Jeans	13	240.9	199.91	01-03-2024	3131.7	532.87	17.01535907	
21	Epsilon LLC	David Chen	West	Furniture	Shirt	16	988.71	683.75	24-05-2024	15819.36	4879.36	30.84423137	
22	Gamma Inc	Mary Jones	West	Electronics	Table	11	861.09	529.08	29-04-2024	9471.99	3652.11	38.55694527	
23	Gamma Inc	John Smith	East	Clothing	Jeans	18	962.59	722.69	16-07-2024	17326.62	4318.2	24.92234492	
24	Delta Co	David Chen	North	Clothing	Monitor	14	810.27	602.29	01-11-2024	11343.78	2911.72	25.66798721	
25	Alpha Corp	Priya Kumar	South	Groceries	TV	12	253.28	166.3	10-08-2024	3039.36	1043.76	34.3414403	
26	Delta Co	Mary Jones	West	Electronics	Jeans	11	713.78	439.58	18-08-2024	7851.58	3016.2	38.41519796	
27	Alpha Corp	Alex Lee	East	Clothing	Jeans	13	726.72	545.23	18-02-2024	9447.36	2359.37	24.97385513	

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Client	Client Ref	Region	Department	Product	Quantity	Unit Price	Cost Price	Date	Revenue	Profit	Profit Margin	
2	Delta Co	Mary Jones	West	Clothing	Rice Bag	17	444	333.47	09-11-2024	7548	1879.01	24.89414414	
3	Beta Ltd	Priya Kumar	West	Electronics	Rice Bag	20	959.42	714.76	06-09-2024	19188.4	4893.2	25.50082341	
4	Alpha Corp	Priya Kumar	North	Electronics	Rice Bag	19	304.09	218.42	06-12-2024	5777.71	1627.73	28.17258049	
5	Epsilon LLC	Alex Lee	North	Clothing	Table	8	811.75	592.98	16-09-2024	6494	1750.16	26.95041577	
6	Gamma Inc	John Smith	North	Electronics	Shirt	5	612.12	539.4	18-11-2024	3060.6	363.6	11.88002352	
7	Epsilon LLC	Alex Lee	North	Furniture	Table	20	487.02	306.54	21-03-2024	9740.4	3569.6	36.64736561	
8	Gamma Inc	Priya Kumar	South	Clothing	Monitor	15	662.12	585.33	03-07-2024	9931.8	1151.85	11.5975956	
9	Alpha Corp	Mary Jones	North	Electronics	Monitor	10	876.45	724.51	22-11-2024	8764.5	1519.4	17.33584346	
10	Beta Ltd	John Smith	West	Furniture	Table	3	640.05	472.53	07-07-2024	1920.15	502.56	26.17295524	
11	Epsilon LLC	Priya Kumar	East	Groceries	Rice Bag	19	626.08	473.48	29-11-2024	11895.52	2899.4	24.37388193	
12	Gamma Inc	David Chen	East	Clothing	Table	16	548.62	391	11-01-2024	8777.92	2521.92	28.73026867	
13	Epsilon LLC	John Smith	East	Clothing	Rice Bag	10	501.72	421.35	04-01-2024	5017.2	803.7	16.018895	
14	Beta Ltd	Alex Lee	West	Furniture	Monitor	14	193.17	126.61	11-09-2024	2704.38	931.84	34.45669617	
15	Epsilon LLC	Priya Kumar	West	Furniture	Jeans	6	150.38	106.31	28-11-2024	902.28	264.42	29.30575874	
16	Alpha Corp	Priya Kumar	South	Unknown	Chair	15	632.45	468.12	23-04-2024	9486.75	2464.95	25.98308167	
17	Gamma Inc	Alex Lee	North	Unknown	Clothing	TV	17	697.88	460.35	27-03-2024	11863.96	4038.01	34.03593741
18	Beta Ltd	John Smith	South	Groceries	Monitor	5	525.79	431.94	22-07-2024	2628.95	469.25	17.84933148	
19	Beta Ltd	Alex Lee	North	Furniture	Shirt	18	292.53	256.11	25-08-2024	5265.54	655.56	12.45000513	
20	Epsilon LLC	David Chen	South	Furniture	Jeans	13	240.9	199.91	01-03-2024	3131.7	532.87	17.01535907	
21	Epsilon LLC	David Chen	West	Furniture	Shirt	16	988.71	683.75	24-05-2024	15819.36	4879.36	30.84423137	
22	Gamma Inc	Mary Jones	West	Electronics	Table	11	861.09	529.08	29-04-2024	9471.99	3652.11	38.55694527	
23	Gamma Inc	John Smith	East	Clothing	Jeans	18	962.59	722.69	16-07-2024	17326.62	4318.2	24.92234492	
24	Delta Co	David Chen	North	Clothing	Monitor	14	810.27	602.29	01-11-2024	11343.78	2911.72	25.66798721	
25	Alpha Corp	Priya Kumar	South	Groceries	TV	12	253.28	166.3	10-08-2024	3039.36	1043.76	34.3414403	
26	Delta Co	Mary Jones	West	Electronics	Jeans	11	713.78	439.58	18-08-2024	7851.58	3016.2	38.41519796	
27	Alpha Corp	Alex Lee	East	Clothing	Jeans	13	726.72	545.23	18-02-2024	9447.36	2359.37	24.97385513	

Step 6: Select Your Cleaned Data

- Click anywhere inside your cleaned dataset.
- Go to Insert → Pivot Table.
- Select New Worksheet

PivotTable from table or range

Select a table or range

Table/Range: Sheet1!\$A\$1:\$P\$151

Choose where you want the PivotTable to be placed

New Worksheet

Existing Worksheet

Location:

Choose whether you want to analyze multiple tables

Add this data to the Data Model

OK Cancel

PivotTable Name: Active Field: PivotTable2

PivotTable Options

PivotTable Active Field: PivotTable2

To build a report, choose fields from the PivotTable Field List

PivotTable Fields

Choose fields to add to report:

Search

Date
Client
Client_Representative
Full Name
Department
Region
Revenue
Profit

Drag fields between areas below:

Filters Columns

Rows Values

Defer Layout Update Update

Build Pivot Table

1. Revenue by Department

Rows: Department

Values: Sum of Revenue

Sort descending to see top departments

PivotTable Fields

Choose fields to add to report:

- Region
- Department
- Product
- Quantity
- Unit Price

Drag fields between areas below:

Filters	Columns
Rows	Values
Department	Sum of Revenue

Defer Layout Update

PivotTable Fields

Choose fields to add to report:

- Region
- Department
- Product
- Quantity
- Unit Price

Drag fields between areas below:

Filters	Columns
Rows	Values
Department	Sum of Revenue

Defer Layout Update

A	B
1	
2	
3 Row Labels	Sum of Revenue
4 Electronics	166482.57
5 Groceries	159471.26
6 Clothing	152265.29
7 Furniture	110915.63
8 Unknown	35098.65
9 Grand Total	624233.4

2. Profit Margin Analysis

Rows: Department

Values: Sum of Profit

The screenshot shows the 'Value Field Settings' dialog box. At the top, it displays the source name as 'Profit_Margin'. Below this, there is a 'Custom Name' field containing 'Average of Profit Margin'. Underneath these fields are two buttons: 'Summarize Values By' and 'Show Values As'. The 'Summarize Values By' button is currently selected, showing a dropdown menu with several options: 'Sum', 'Count', 'Average', 'Max', 'Min', and 'Product'. The 'Average' option is highlighted with a blue selection bar. At the bottom of the dialog box are three buttons: 'Number Format' (disabled), 'OK', and 'Cancel'.

2		
3	Row Labels	
4	Clothing	466.03168
5	Electronics	523.3398357
6	Furniture	403.2476244
7	Groceries	524.0519468
8	Unknown	518.867479
9	Grand Total	483.1605185
0		

Sales_Data - Excel

PivotTable Analyze Design

File Home Insert Draw Page Layout Formulas Data Review View Developer Help

B14 A B

Row Labels Sum of Revenue

	Sum of Revenue
Electronics	16648
Groceries	15947
Clothing	15226
Furniture	11091
Unknown	3509
Grand Total	6242

Row Labels Average of Profit Margin

	Average of Profit Margin
Clothing	46.6%
Electronics	523.339% ²⁷
Furniture	403.247%
Groceries	524.051%
Unknown	518.867% ²⁸
Grand Total	483.1605185

PivotTable Fields

Choose fields to add to report:

Search

Date
Revenue
 Profit Margin

More Tables...

Drag fields between areas below:

Filters Columns

Rows Values

Department Average of Profit_Margin

Defer Layout Update

12	
13	Row Labels <input type="button" value="▼"/>
14	Average of Profit Margin
15	Clothing 96.45%
16	Electronics 108.32%
17	Furniture 83.46%
18	Groceries 108.46%
19	Unknown 107.39%
20	Grand Total 100.00%

Sales_Data - Excel

Search

File Home Insert Draw Page Layout Formulas Data Review View Developer Help PivotTable

Paste Cut Copy Format Painter Clipboard

B I U

Aptos Narrow 11 A^ A^

Wrap Text Merge & Center Alignment

B14 : fx 96.454

A B

1 Row Labels Sum of Revenue

2 Electronics 166482.5

3 Groceries 159471.2

4 Clothing 152265.2

5 Furniture 110915.6

6 Unknown 35098.6

7 Grand Total 624233.

8

9

10

11

12

13 Row Labels Average of Profit_Margin

14 Clothing 96.45%

15 Electronics 108.32%

16 Furniture 83.46%

17 Groceries 108.46%

18 Unknown 107.39%

19 Grand Total 100.00%

10

11

12

13 Row Labels Average of Profit_Margin

14 Groceries 108.46%

15 Electronics 108.32%

16 Unknown 107.39%

17 Clothing 96.45%

18 Furniture 83.46%

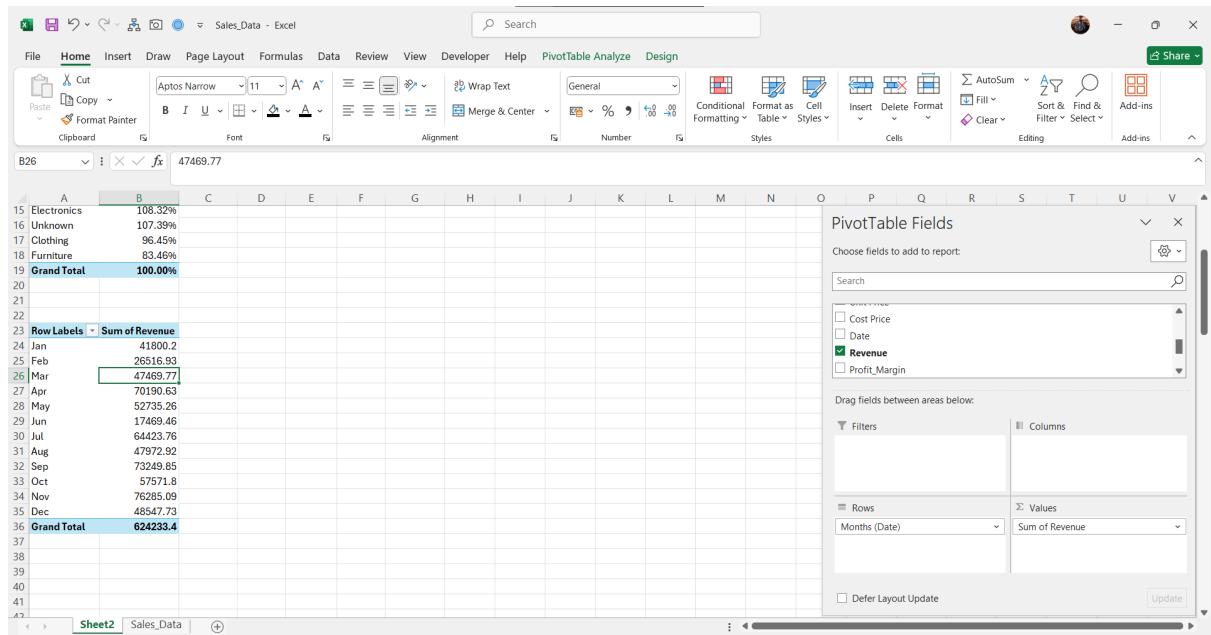
19 Grand Total 100.00%

20

21

22

Revenue trend over Date



21	
22	
23	Row Labels Sum of Revenue
24	Nov 76285.09
25	Sep 73249.85
26	Apr 70190.63
27	Jul 64423.76
28	Oct 57571.8
29	May 52735.26
30	Dec 48547.73
31	Aug 47972.92
32	Mar 47469.77
33	Jan 41800.2
34	Feb 26516.93
35	Jun 17469.46
36	Grand Total 624233.4
37	
38	

Average Profit Margin by Region, according to the Product

The screenshot shows a Microsoft Excel spreadsheet titled "Sales_Data - Excel". The PivotTable Fields pane on the right side is configured with the following settings:

- Choose fields to add to report:** Search bar.
- Product:** Selected checkbox.
- Region:** Selected dropdown.
- Values:** Average of Profit_Margin.

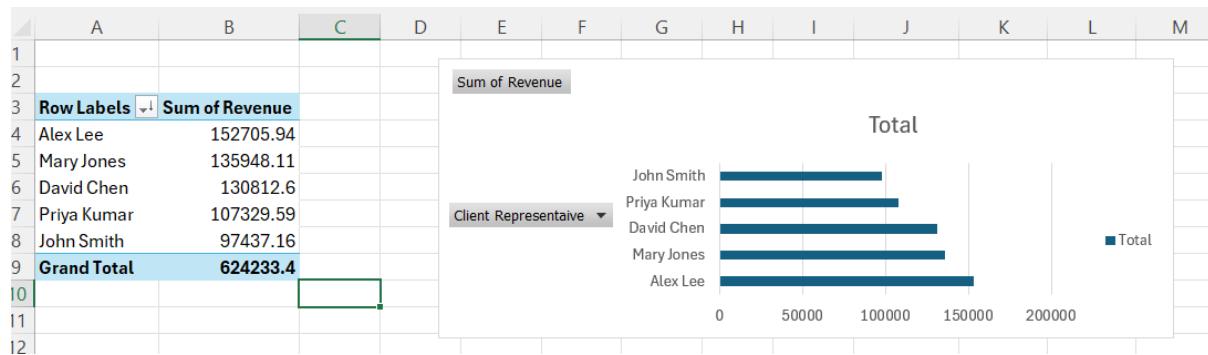
The data grid below contains the following data:

	Chair	Jeans	Laptop	Monitor	Rice Bag	Shirt	Table	TV	Grand Total
East	77.39%	127.83%	134.56%	164.64%	94.45%	136.15%	76.19%	0.00%	118.38%
North	0.00%	56.40%	0.00%	125.22%	68.58%	99.02%	86.37%	154.06%	99.76%
South	93.01%	51.60%	0.00%	105.28%	66.56%	160.05%	51.25%	101.36%	92.49%
Unknown	164.96%	75.04%	0.00%	0.00%	8.06%	125.63%	0.00%	130.79%	100.94%
West	0.00%	95.43%	86.09%	99.01%	93.55%	125.27%	83.25%	69.75%	91.30%
Grand Total	98.10%	97.69%	102.24%	121.61%	80.50%	123.51%	80.85%	105.72%	100.00%

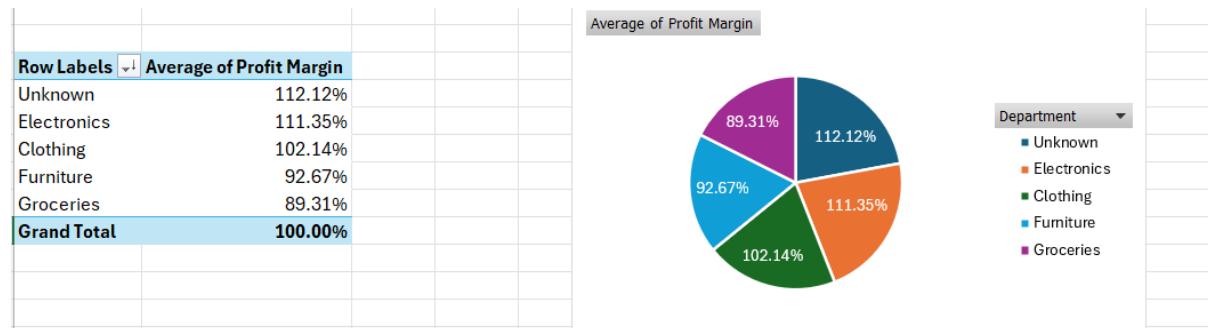
Step 7. Add Pivot Charts

- Select pivot table → Insert → PivotChart
- Recommended charts:

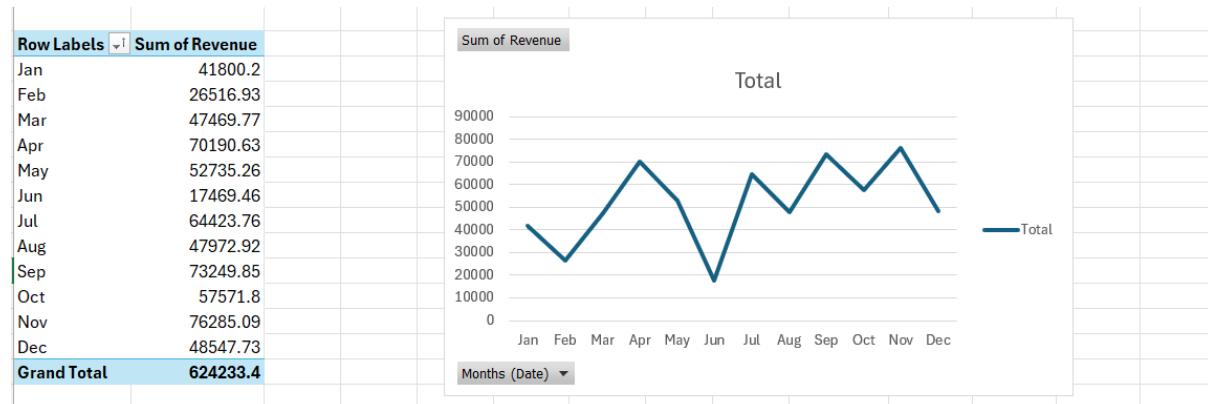
Bar chart → Revenue by Sales Person (Client Representative)



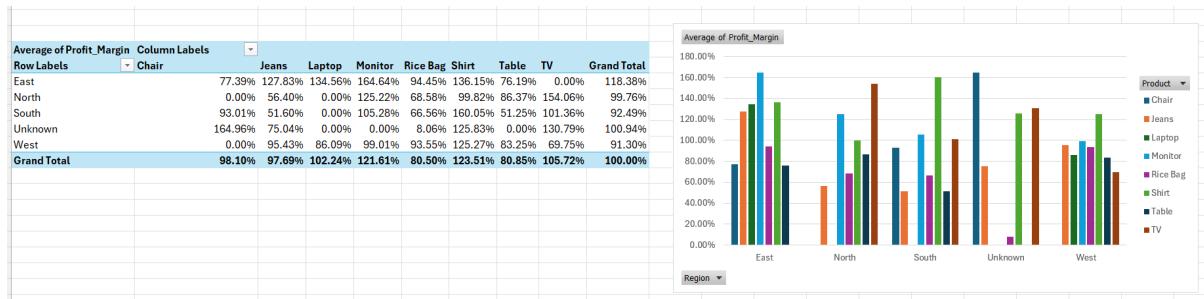
Pie chart → Revenue share by Department



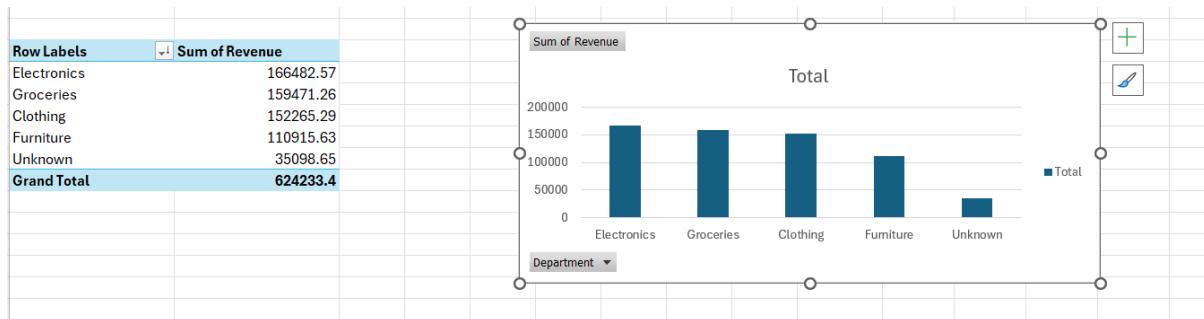
Line chart → Revenue trend over Date



Column Chart - Profit Margin by Region, Product



Column chart – Revenue by Department



Inserting Slicers - Region, Department, Product

The screenshot shows an Excel sheet with several PivotTables and a "Insert Slicers" dialog box.

PivotTable Data:

- Client Representative:**

Client Representative	Average of Profit_Margin
Priya Kumar	107329.59
John Smith	97437.16
Grand Total	624233.4
- Average of Profit_Margin:**

Category	Average of Profit_Margin
Groceries	108.46%
Electronics	108.32%
Unknown	107.39%
Clothing	96.45%
Furniture	83.46%
Grand Total	100.00%
- Sum of Revenue:**

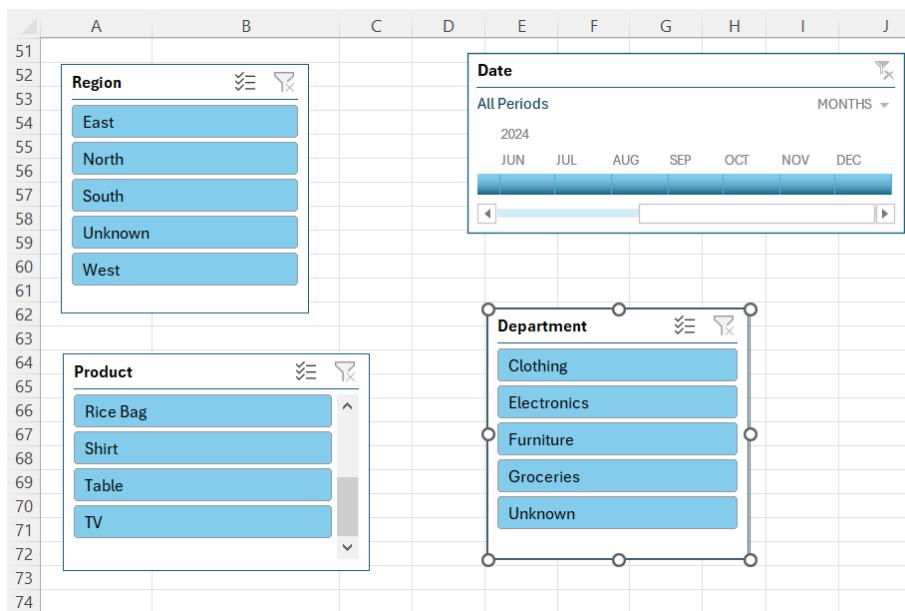
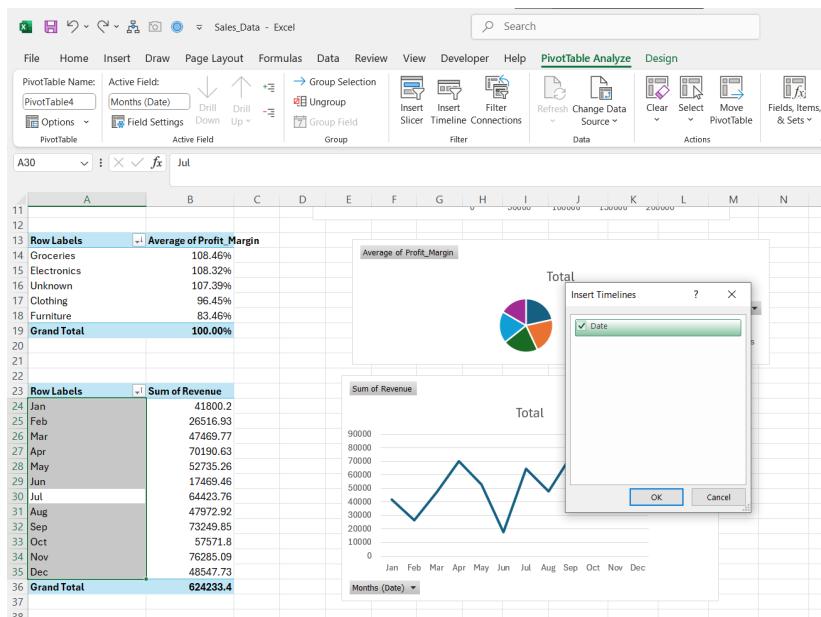
Month	Sum of Revenue
Jan	41800.2
Feb	26516.93
Mar	47469.77
Apr	70190.63
May	52735.26
Jun	17469.46
Jul	64423.76
Aug	47972.92
Sep	73249.85
Oct	57571.8

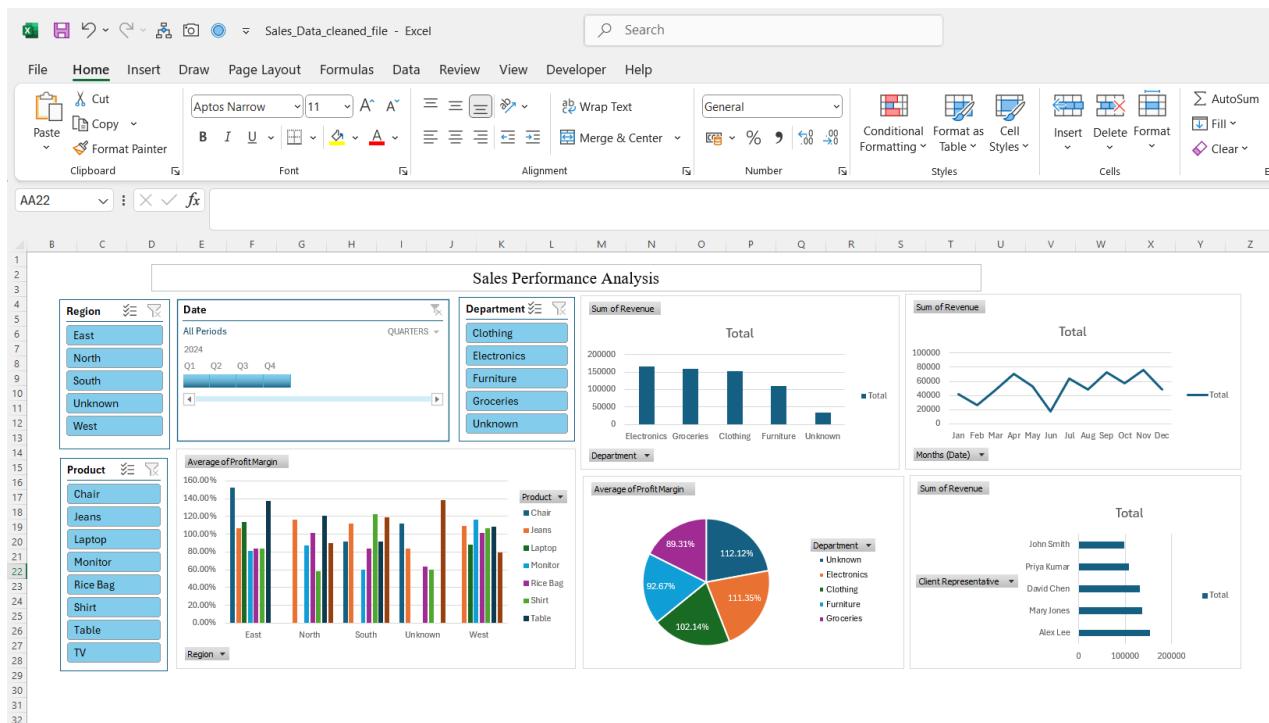
Insert Slicers Dialog:

The "Insert Slicers" dialog box is open, showing checked options for "Region", "Department", and "Product".

- Region**: Client, Client Representative
- Department**: Region, Department
- Product**: Product, Quantity, Unit Price, Cost Price, Date, Revenue, Profit_Margin, Days (Date), Months (Date)

Inserting Timeline





Overall Insights

These insights consider all data together:

1. Top Salesperson:
 - Alex Lee is the top performer in terms of total sales.
2. Highest Department Performance:
 - The Unknown and Electronics department has the highest average profit margin.
 - “Unknown” department shows unexpectedly high total revenue, which may need review and after that Clothing is high.
3. Regional Performance:
 - West region leads in overall revenue.
4. Quarterly Performance:
 - Quarter 3 recorded higher total revenue compared to Quarter 4.