**1) What does a dashboard do?**

A **dashboard** visually summarizes data to help users **quickly understand key metrics** and trends.

It combines charts, tables, and KPIs to give a complete view of performance like how sales vary by region, product, or time.

**2. How do you choose the right chart?**

I choose charts based on the data type and what insight I want to show:

* **Line Chart** → to show trends over time (e.g., monthly sales)
* **Bar Chart** → to compare values (e.g., sales by region)
* **Donut Chart** → to show proportions (e.g., sales by category)

**3. What is a slicer/filter?**

A **slicer** is an interactive filter in Power BI that lets users **dynamically change the data shown** in visuals. For example, I added a *Region slicer* so users can view sales and trends for a specific region only.

**4. Why do we use KPIs?**

**KPIs (Key Performance Indicators)** help measure how well a business is doing. In my dashboard, I used:

* **Total Sales**
* **Total Profit**  
  These KPIs help users quickly understand the performance without analyzing raw data.

**5. What did your dashboard show about sales?**

* West region had the **highest sales**
* Sales increased **month by month**
* Office Supplies and Technology sold **more than Furniture**
* South region had **lowest sales**

**6. How do you make a dashboard look clean?**

I used these techniques:

* Simple color theme (blue, orange, green)
* Clear titles and data labels
* Proper spacing and alignment
* Slicer on the side, not cluttering visuals
* Limited charts to 3–4 key visuals

**7. Did you clean the data before starting?**

Yes. Even though the dataset was small and clean, I still:

* Converted **Order Date** to proper Month-Year format
* Checked for duplicates or missing values
* Verified column types (e.g., numeric for Sales and Profit)