# Instructions for Cleaning Sales Data and Creating an Interactive Dashboard

Dear Team,  
  
Please follow the steps outlined below to clean the provided sales data spreadsheet and create an interactive dashboard using Excel Pivot Tables. The goal is to ensure the accuracy of our sales data and enable easy analysis through a dynamic and user-friendly dashboard.

## Step 1: Review the Spreadsheet for Errors

Open the provided spreadsheet and carefully review the data for any inconsistencies or errors. Generally, be on the lookout for any types of issues that could impact the accuracy or usability of the data.

## Step 2: Correct the Identified Errors

Contact the data engineering team for any underlying errors and fill in the gaps if said errors can be fixed.

## Step 3: Create an Interactive Dashboard Using Pivot Tables

Once the data is clean, create a Pivot Table in Excel to summarize the sales data by key metrics such as Region, City, Category, and Flavor type.

1. To enhance the interactivity of the dashboard, add Pivot Charts based on the Pivot Table you created.  
2. Go to the 'PivotTable Analyze' tab and select 'PivotChart'.  
3. Choose the chart type that best represents your data (e.g., bar chart, line chart, pie chart).  
4. Position and format the chart as needed to make the dashboard visually appealing and easy to navigate.  
5. After completing the Pivot Table and Pivot Charts, save the Excel file with a clear, descriptive name (e.g., 'Sales Dashboard - [Date]').  
6. Share the final dashboard with the relevant stakeholders via email or the company’s shared drive.

If you have any questions or need further assistance, please do not hesitate to reach out.  
Best regards,  
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