Project Brief: Excel Formatting and Data Analysis Project

In this project, we addressed a comprehensive Excel formatting and data analysis request, completing a series of tasks aimed at improving data organization, readability, and actionable insights. Below is an overview of the key accomplishments:

Data Cleaning and Formatting

1. **Formatted the Table**: Applied consistent formatting using Excel's table functionality for better structure and ease of manipulation.
2. **Number Formatting**: Ensured proper number formatting for currency, percentages, and numerical values across relevant columns.
3. **Centered Data**: Aligned the "Number of Items" column to the center for improved presentation and clarity.
4. **Header Row**: Enhanced the header row for clear identification of data fields.
5. **Table Title**: Added a descriptive title to contextualize the data and provide a professional appearance.
6. **Table Borders**: Applied borders to the table for clear visual boundaries.
7. **Color Coding**: Highlighted header rows and totals with distinct colors for emphasis and readability.

Quality Control (QC)

1. **QC Data Checks**: Conducted quality control by identifying and flagging anomalies or errors in the dataset.
2. **QC Columns**: Added dedicated columns to document pass/fail outcomes for quality control checks using Excel functions like **IF**.

Calculations and Data Enhancements

1. **Average Cost per Order**: Calculated the average cost per order for better financial insights.
2. **Average Cost per Item**: Derived the average cost per item to understand pricing efficiency.
3. **Tax Rate Calculation**: Computed the tax rate based on available data using formulas.

Advanced Analytics

1. **Pivot Tables for Reports**: Leveraged pivot tables to generate dynamic and insightful reports:

    - **Order Status Report**: Identified the number of orders and items by order status.
    - **Monthly Cost Report**: Analyzed the average cost per order on a monthly basis.
2. **Pivot Charts for Visualization**: Created graphs using pivot tables to present key metrics visually, enhancing data interpretation.
3. **Excel Functions**: Utilized built-in Excel functions for data transformation and calculation to streamline the analysis process.

Outcome

This project not only improved the structural and visual organization of the dataset but also ensured actionable insights were extracted through advanced analytics. By integrating quality control measures, pivot tables, and custom calculations, we facilitated a comprehensive understanding of the dataset, enabling informed decision-making and storytelling through data.

The dataset is now fully formatted and ready for use in reporting, analysis, and further exploration.

Presented By:
Eric Kennedy