Employee Data Analytics Dashboard

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Date: 17 Nov 2025

📌 Summary

This employee dataset contains key information such as Employee ID, Name, Department, Country, Salary, Date of Joining, Performance Rating, and Gender. Excel functions were applied for data cleaning, lookup, analytics, pivoting, and visualization. Salary insights were highlighted using average salary by department, including the Sales department. This analysis supports better understanding of employee patterns through structured Excel-based analytics.

📌 Dataset Fields

- Employee ID
- Name
- Department
- Country
- Salary
- Date of Joining
- Performance Rating
- Gender

🧹 Data Cleaning Steps Performed

- Removed duplicates
- Standardized date format (DD-MM-YYYY)
- Trimmed extra spaces (TRIM)
- Cleaned invalid characters (CLEAN)
- Applied conditional formatting for inconsistencies
- Used data validation for Department, Gender, Rating

📅 18-Day Learning Journey (Skills Used)

• Day 1–2: Formatting, Cleaning, Summary Statistics
• Day 3–4: Conditional Formatting, Text Cleanup
• Day 5: Duplicate Check / Remove
• Day 6: Power Query Intro
• Day 7–8: Date & Time Functions
• Day 9: Data Organization
• Day 10: VLOOKUP for lookup & duplicates
• Day 11: INDEX + MATCH Advanced Lookup
• Day 12–14: Pivot Table Analysis (Part 1 & 2)
• Day 15–16: Charts & Graphs (Bar, Column, Pie, Line, Combo)
• Day 17: Dashboard Design
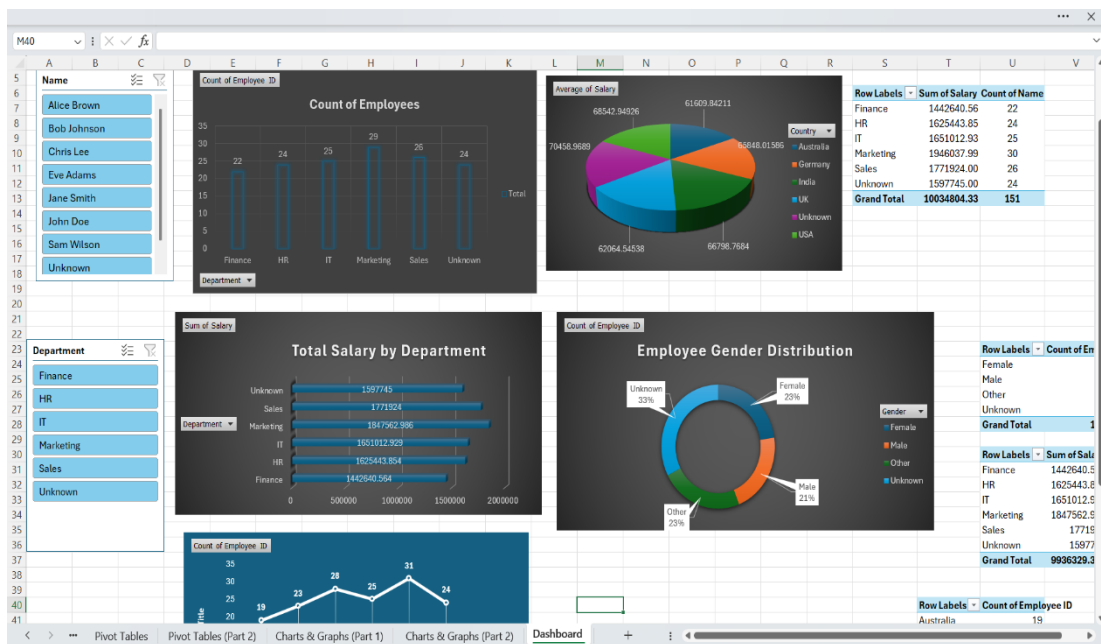• Day 18: Final Documentation & Reporting

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📌 Formulas Used

Purpose	Formula
Remove spaces	=TRIM(cell)
Clean text	=CLEAN(cell)
Find duplicates	=COUNTIF(range, cell)>1
Tenure in years	=DATEDIF(F2, TODAY(), "Y")
Lookup Department	=VLOOKUP(A2, Range, 3, FALSE)
Lookup with Index+Match	=INDEX(Column, MATCH(A2, LookupColumn, 0))

📸 Dashboard & Pivot Screenshots

📝 Conclusion

This Excel-based employee analytics project demonstrates effective use of data cleaning, lookup formulas, pivot tables, and dashboard creation. The insights derived especially the salary analysis across departments enable better decision-making and strengthen core data analysis skills using Microsoft Excel.