**Day 3 - Sales Report**

**Open the dataset**: Load data into your spreadsheet of excel

**Check for missing data:**

1.Identify missing values in columns relevant to the analysis(e.g sales,profit,date)

2. Use filtering tools or conditional formatting to blanks.

3. Handle missing values.

**Check for Duplicates** :

1.Use a “remove duplicates” feature or create a helper column with concatenated unique identifiers.

2.Delete duplicate rows.]

**Summary Statistics**:

1. Total Sales: Use excel formulas
2. Total Profit : Use excel formulas
3. Average sales per order: Use power bi measure
4. Average profit per order: Use power bi measure

**Category Insights:**

1.Use pivot table in excel

2.Identify top performing category based on sales and profit