1. **Check for Missing Data:**
   * Open the dataset in Excel, Google Sheets, or another tool.
   * Scan through each column to check if any cells are blank or contain "N/A," "null," or other placeholder values.
   * Use **conditional formatting** or the **"Find and Replace"** feature to identify missing or inconsistent data.
2. **Remove Duplicate Rows:**
   * Use the **"Remove Duplicates"** function in Excel or Google Sheets to ensure there are no duplicate entries in your dataset.
   * Make sure to select all relevant columns when checking for duplicates.
3. **Ensure Correct Date Format:**
   * Verify that the **date column** is in the correct format (e.g., mm/dd/yyyy or dd/mm/yyyy).
   * If necessary, convert the dates to a standard format using the **DATE() function** or by changing the column format to "Date."

**2. Data Exploration (40 minutes)**

**Summary Statistics:**

1. **Total Sales:**
   * Sum up the **Sales** column to get the total sales.
   * In Excel/Google Sheets, use the **SUM() function**: =SUM(Sales Column).
2. **Total Profit:**
   * Sum up the **Profit** column to get the total profit.
   * In Excel/Google Sheets: =SUM(Profit Column).
3. **Average Sales per Order:**
   * To calculate the average sales per order, divide total sales by the number of orders.
   * Formula: =AVERAGE(Sales Column).
4. **Average Profit per Order:**
   * To calculate the average profit per order, divide total profit by the number of orders.
   * Formula: =AVERAGE(Profit Column).

**Regional Insights:**

1. **Total Sales and Profit by Region:**
   * Group your data by **Region** and calculate the sum of sales and profit for each region.
   * In Excel/Google Sheets, use **Pivot Tables**:
     + Row: Region
     + Values: Sum of Sales, Sum of Profit

**Category Insights:**

1. **Top Product Category by Sales and Profit:**
   * Group your data by **Product Category** and calculate the sum of sales and profit for each category.
   * Again, use **Pivot Tables**:
     + Row: Product Category
     + Values: Sum of Sales, Sum of Profit
   * Identify which category has the highest sales and highest profit.

**3. Visualization (40 minutes)**

1. **Bar Chart for Total Sales by Region:**
   * Select the data for **Sales** and **Region**.
   * Insert a **Bar Chart** to display total sales by region.
   * In Excel/Google Sheets, select the data, go to the **Insert** tab, and choose **Bar Chart**.
2. **Pie Chart for Product Category Sales Contribution:**
   * Select the data for **Sales** and **Product Category**.
   * Insert a **Pie Chart** to visualize the proportion of total sales each product category contributes.
   * In Excel/Google Sheets, select the data, go to **Insert**, and choose **Pie Chart**.
3. **Line Chart for Sales Trends Over Time:**
   * Select the **Order Date** and **Sales** columns.
   * Insert a **Line Chart** to show how sales have changed over time.
   * In Excel/Google Sheets, select the data, go to **Insert**, and choose **Line Chart**.