The dataset **superstore\_sales.xlsx** is provided below. Most of the data headers are self-explanatory. However, for clarity, following are the meanings of a few data headers:

* **Region:** Analogous to a large state in Canada
* **Province:**A district within Region
* **Product Base Margin:**Profit margin on a product

The final report is to be made for only the Corporate customer segment. The figure below shows a template for the final report.

**Section 1: Basic Formatting**

* Increase the column widths to appropriate sizes so that they are readable
* Format the header row in a suitable colour and put borders around the header row cells

**Section 2: Filtering**

* Filter the data by customer segment
* Create four new worksheets, one for each customer segment
* Copy raw data of each customer segment into the respective worksheet

Now you’ll have four individual sheets, one for each customer segment. **For this assignment, you only have to work with the Corporate customer segment (this point onwards).**

**Section 3: Report Making - I**

* Freeze the header row
* Delete or hide any unwanted columns
  + Hint: Decide judiciously between which columns should be deleted / hidden
* Round off sales and profits to one decimal place
* Format sales and profit in US dollar units
* Format the Order Date and Ship Date into a more readable format (say 15-Jan 2012, or choose a format that you find the most readable)

**Section 4: Report Making - II**

**Sorting:**

* Sort alphabetically by Region
* Within Region, sort alphabetically by Province
* Within Province, sort in decreasing order of sales

**Conditional Formatting - I:**

* Within every Region, highlight the top 10% orders by sales in light green fill and dark green border

**Conditional Formatting - II:**

* To help your manager understand profits better, highlight profits in a scale of green and losses in a scale of red (Higher the profit, darker the shade of green; More the loss, darker the shade of red).

**Section 5: Report Making - III:**

* Apply double bottom borders to demarcate every Region

**Section 6: Printing, Saving and Exporting to PDF**

* Experiment with different page layout options to fit the report in minimum number of pages
* Apply password protection to the worksheet
* Save a printable version