**Week 1 Excel Beginners Project**

By Emmanuel Oke

**Data Cleaning:**

Conducted thorough data cleansing procedures, including removal of duplicates and identification of inconsistencies, followed by meticulous column formatting to ensure data uniformity and clarity.

**Statistical Analysis:**

Employed Excel's SUM and AVERAGE functions to derive comprehensive insights, calculating both the total sales and the average sales per item, providing a comprehensive overview of the sales performance.

**Conditional Formatting for Performance Evaluation:**

Utilized conditional formatting techniques to visually highlight sales figures exceeding the average, facilitating quick identification of exceptional performance within the dataset.

**Identification of Top Performers:**

Leveraged conditional formatting methodologies to pinpoint and isolate the top ten sales, subsequently transferring this critical data to a dedicated worksheet for further analysis and strategic consideration.

**Pivot Table and Data Visualization:**

Applied Excel's TABLE function to organize the dataset systematically, enabling the creation of a dynamic pivot table in a separate worksheet. This pivot table meticulously delineated total sales figures across various product categories, supplemented by a visually engaging chart to enhance comprehension and facilitate strategic decision-making.