✅ Task 2: Excel Analysis – Pivot Tables + Summary Insights

Tools:

- Primary: Excel / Google Sheets
- Alternatives: LibreOffice Calc

Dataset:

- "Superstore Sales Dataset"
- "E-Commerce Dataset"
- "Amazon Sales Dataset"

Hints / Mini Guide:

1. Open the dataset and ensure you have already cleaned obvious issues like blanks, wrong date formats, and inconsistent categories before creating pivots.
2. Convert dataset into a table format using Insert → Table so that pivot tables auto-adjust when data is updated.
3. Create a Pivot Table that summarizes Total Sales by Category, then sort categories from highest to lowest to find business-driving segments.
4. Add another Pivot Table showing Sales by Region and Segment, then highlight top-performing regions using conditional formatting.
5. Insert slicers for Region/Category/Segment so dashboards become interactive and user-friendly like BI tools.
6. Add calculated columns in the dataset like Profit Margin = Profit / Sales, then pivot the Profit Margin by category and region.
7. Create a Pivot Chart to visualize sales distribution and compare performance between categories with simple graphs.
8. Write 3–5 insights below pivot tables (example: "West region contributes 38% of total sales") to build strong analytical storytelling.
9. Export the final pivot report sheet as PDF for easy sharing and documentation.

Deliverables:

- Pivot_Report.xlsx
- Pivot_Report.pdf
- 5 summarized insights in document format (Insights.docx / Insights.txt)

Final Outcome:

Intern learns data summarization, aggregation, grouping, and insight reporting using pivot tables and charts.

Interview Questions Related To Above Task:

- What is a Pivot Table and why is it useful?
- What is the difference between COUNT and COUNT DISTINCT in analysis?
- How would you identify which region is underperforming?
- Explain what slicers are and when they are used.
- Why should analysts write insights in addition to tables?

📌 **Task Submission Guidelines**

- ⏰ **Time Window:**

Youcan complete the task anytime between 10:00 AM to 10:00 PM on the given day. Submission link closes at 10:00 PM

- 🔍 **Self-Research Allowed:**

Youare free to explore, Google, or refer to tutorials to understand concepts and complete the task effectively.

- 🛠️ **Debug Yourself:**

Tryto resolve all errors by yourself. This helps you learn problem-solving and ensures you don't face the same issues in future tasks.

- 💸 **No Paid Tools:**

Ifthe task involves any paid software/tools, do not purchase anything. Just learn the process or find free alternatives.

- 📁 **GitHub Submission:**

Create a new GitHub repository for each task.
Add everything you used for the task — code, datasets, screenshots (if any), and a short README.md explaining what you did.

📤 **Submit Here:**

After completing the task, paste your GitHub repo link and submit it using the link below:

- 👉 [Submission Link]