**Excel Project:**

Steps To follow:

First we need customer name in the orders sheet :

* Use **the XLookup** formula in the orders sheet in customer name column to fetch out the name from customer sheet.
* Use formula : =XLOOKUP(C2,customers!$A$1:$A$1001,customers!$B$1:$B$1001,,0)

Now to add email in the orders sheet we will use same **xlookup formula**:

* Since the email column in customers table contain some empty rows so we can use Shift+Ctrl+End in the email column and add the whole dataset and then use Shift+left arrow to use only email column.
* XLookup formula will be: =XLOOKUP(C2,customers!$A$1:$A$1001,customers!$C$1:$C$1001,,0)

Now use the **index match function** to auto populate the remaining columns in the orders table .

First use it to populate the column and then use it for row by fixing the columns and rows respectively.

Now use **if function** to write the full name instead of abbreviation instead of short name to write name of Roast type and Coffee type.

Now you can do a little Formatting just like using currency for unit price , kg for size , dd-mmm-yyyy format for date etc.

Also don’t forget to remove the duplicate values. Select whole data then in data tab use remove duplicate.

**PIVOT TABLE:** use Ctrl+T to start the table design and use pivot table and pivot charts.

Use Shortcut Alt+N+V+T to insert the pivot table.

Pivot chart: Use the coffee type name and the sales with the year and insert the line chart . and fill the solid color of your choice.

After creating charts , import slicers for KPI’s like coffee size, Loyalty Card and Coffee Type .

Give a theme according to yourself.

Now create a new sheet name it as dashboard.

Cut paste all the charts in the dashboard sheet.

Arrange them neatly.

NOTE: To establish connection between all charts and slicers , go to slicers tab and in the report connection tab , select all charts .