

Project: Sales Data - Final Deliverables

Prepared by: Auto-generated by assistant

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1. Introduction

This documentation explains the deliverables generated for the Sales Data project. The package includes cleaned sales data, attendance sample, an Excel workbook demonstrating common functions, pivot-style reports exported as sheets, a weekly dashboard with charts, and this full documentation.

2. Data Cleaning Steps

- Converted ORDERDATE to standard datetime format (YYYY-MM-DD).
- Removed duplicate rows.
- Filled missing STATE, TERRITORY, and POSTALCODE with 'Unknown' where appropriate.
- Converted numeric-like columns to numeric types and created derived date columns (ORDER_YEAR, ORDER_MONTH, ORDER_DAY).
- Saved cleaned version as Sales_Cleaned.xlsx.

3. Pivot Reports and Analysis

The Pivot_Report.xlsx contains:

- Pivot_Country_Month: aggregated sales by country and month for quick cross-country trend analysis.
- Top_10_Orders: highest sales orders (top 10) to review major transactions.

Interpretation tips:

- Look for months where a country shows unusually high sales to identify seasonality.
- Investigate top orders for potential bulk orders or data errors.

4. Dashboard Summary

Weekly_Dashboard.xlsx contains weekly aggregated sales and orders with trend charts. Use the Summary sheet to see total sales and average weekly sales at a glance. The Dashboard sheet contains visual charts.

5. How to use the Workbooks

- Open Sales_Cleaned.xlsx to examine the cleaned source data. - Use Pivot_Report.xlsx pivot outputs to create native Excel pivots if desired (Data is on Sales_Raw sheet). - Attendance_Cleaned.xlsx demonstrates attendance tracking; PercentPresent is a formula. - Functions_Workbook.xlsx demonstrates common Excel formulas and how to reference tables. - Weekly_Dashboard.xlsx includes charts as images and summary formulas.

6. Appendix

Files included in the package:

cleaned_sales_data.xlsx	Cleaned sales data (source)
Attendance_Cleaned.xlsx	Attendance sample with formulas
Functions_Workbook.xlsx	Workbook showing common Excel functions
Pivot_Report.xlsx	Pivot outputs (country-month, top orders)
Weekly_Dashboard.xlsx	Weekly dashboard with charts
Documentation.pdf	This documentation PDF