Project Documentation

[Your Project Title]

1. Project Overview

A short summary of what the project is about and what it aims to achieve.

Example: “This project analyses sales data using Excel and Power BI to find trends

and improve business decisions.”

2. Tools Used - Microsoft Excel - Power BI

3. Dataset - Source: [mention source or "sample data"] - Data contains: [briefly list key columns like Date, Product, Sales, etc.]

4. Steps Followed - Cleaned data in Excel (e.g., removed blanks, formatted columns) - Used Excel formulas and Pivot Tables for basic analysis - Imported cleaned data into Power BI - Built dashboards using charts, slicers, and KPIs

5. Key Insights - [Insight 1] - [Insight 2] - [Insight 3]

Examples of Key Insights:

If you're working with sales data, key insights might be like:

Sales were highest in Q4 (Oct–Dec).

Product A generated 40% of total revenue.

The South region had the lowest sales performance.

Most returns happened within the first 7 days of purchase.

Online orders are growing faster than retail store sales.

6. Screenshots

(Optional – Add screenshots of Excel and Power BI dashboards.)

7. Files Included - ‘sales\_data.xlsx’ – Cleaned data and basic analysis - ‘dashboard.pbix’ – Power BI dashboard - ‘README.md’ – Project description

8. How to Use - Open `sales\_data.xlsx` to view the cleaned data. - Open `dashboard.pbix` in Power BI Desktop to explore the visuals.

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