

## How to Use This Dashboard

1. Open this file (ensure macros are enabled; if prompted, click “Enable Content”).
2. To add new Superstore data (e.g., data for 2021), go to the RawData sheet:
  - a. Click inside the table, then paste new rows below the existing entries.
  - b. Ensure the new data matches column order/format.
  - c. The tblSuperstore table will expand automatically.
3. Go to Dashboard and click any slicers (Region, Category, Year) to filter charts on the fly.
4. If you make changes to the raw data, click the “Refresh & Export PDF” button on Dashboard:
  - a. This will refresh all pivot tables.
  - b. Export the Dashboard sheet into a timestamped PDF in the “Reports” folder.
5. To view the data model or add new calculations, navigate to the PivotData sheet and modify or add pivot
6. To update the VBA code, go to Developer → Visual Basic, and edit the module named “Module1.”
7. Save your changes as a Macro-Enabled Workbook (\*.xlsm).

