Excel Data Cleaning & Interactive Dashboard Project

This project was completed as part to showcase essential Excel skills used in real-world data cleaning and reporting.

Project Overview

The task involved transforming a messy dataset into a clean, analysis-ready format and building an interactive Excel dashboard to visualize key insights.

The project demonstrates proficiency in:

- Data cleaning
- Data transformation
- Pivot tables
- KPI generation
- Dashboard design

Data Cleaning Steps

The raw dataset included issues such as:

- Inconsistent text formatting
- Extra spaces
- Missing values
- Duplicate entries
- Blank rows and irregular columns

Cleaning techniques applied

- **TRIM** to remove extra spaces
- **PROPER / UPPER / LOWER** formatting
- **Find & Replace** to fix inconsistent values
- **Remove Duplicates**
- **Table formatting** to improve data structure
- **Filtering & sorting** to identify anomalies

All updates were documented in the **Cleaned_Data** sheet.

Analysis with Pivot Tables

Pivot tables were created to summarize:

- Sales by category
- Trends across periods
- Product-level performance
- Region summaries

Slicers were added to improve interactivity and allow dynamic filtering.

Excel Dashboard

A professional dashboard was built using:

Key KPIs:

- Total Sales
- Quantity Sold
- Revenue Trends

Visualizations:

- Sales by category bar chart
- Monthly trend analysis
- Regional performance
- Top products

Design features:

- Clean, minimal layout
- Slicer-driven interactivity
- Consistent colors

Tools Used

- Microsoft Excel
- Pivot Tables
- Formulas (TRIM, IF, etc.)

Project Files Included

- Raw Dataset
- Cleaned Dataset
- Pivot Tables
- Dashboard
- PDF Documentation

Conclusion

This project reflects practical Excel analytics skills — from cleaning messy data to presenting clear business insights via a dynamic dashboard. It demonstrates readiness for real-world data cleaning, analysis, and reporting tasks.