## Minor Project I: Excel

Data set: [superstore\_sales.xlsx](https://docs.google.com/spreadsheets/d/1T46MzEZcBvEcynhsQJBDpzE3E_seAb9M/edit?usp=sharing&ouid=111848617344822292967&rtpof=true&sd=true)

Most of the data headers are self-explanatory

However, the following are the meanings of a few data headers:

* Province - District
* Product base margin - Product base margin

Basic Formatting:

1. Increase the column widths to appropriate sizes so that they are readable
2. Format the header row in a suitable color
3. Align the header content in the middle of the cell
4. Bold the content in the headers
5. Draw the borders

Filtering:

1. Filter the data by customer segment
2. Create 4 new sheets in the same workbook, one for each segment
3. Copy and Paste that particular segment data into respective sheets

*Now you will have 4 individual sheets, one for each segment. For this assignment, you will be working with the corporate customer segment*

Report Making:

1. Freeze the header row
2. Delete or Hide unwanted columns
3. Round off sales and profits to one decimal place
4. Format sales and profit in US dollar units
5. Format order and ship date into long date format

Sorting:

1. Sort alphabetically by Region
2. Within Region, sort alphabetically by Province
3. Within the Province, sort in decreasing order of sales

Conditional Formatting:

1. Within every region, highlight the top 10% of orders by sales in green
2. Show Higher profit in green color and lower profit in Red color

Final Look of the assignment should look like this

