

DATA ANALYTICS ASSIGNMENT -1

You are required to **clean, analyze, and visualize a sample dataset** in Excel. You can either use a dataset provided by NeoSkillz or download one from an open source like [Kaggle](#) or [data.world](#)

Step 1: Data Cleaning

1. **Import the dataset** into Excel.
2. **Identify and remove duplicate records:**
 - Go to **Data** → **Remove Duplicates**.
3. **Handle missing values:**
 - For numeric columns, use **AVERAGE** or **MEDIAN** to fill missing values.
 - For categorical data, use **most frequent (mode)** or leave blank (if appropriate).
4. **Check for data inconsistencies:**
 - Fix spelling errors, incorrect date formats, or inconsistent categories (e.g., “Male” vs “M”).

Step 2: Data Analysis Using Excel Formulas

Use Excel formulas to gain insights from your data. You should include at least **5 formula applications** from the list below:

- **IF:** To apply conditions (e.g., =IF(Sales>5000,"High","Low"))
- **COUNTIF / SUMIF:** To count or sum data based on conditions
- **VLOOKUP / INDEX-MATCH:** To fetch data from other sheets or columns
- **AVERAGE, MAX, MIN:** For summary statistics
- **TEXT / DATE functions:** To format data properly

Step 3: Data Visualization

Create **at least 2 charts** that effectively represent your findings. Examples:

- **Column or Bar Chart** – Sales comparison by category
- **Pie Chart** – Percentage contribution by region
- **Line Chart** – Trend analysis over time

Step 4: Pivot Table and Dashboard

1. Insert a **Pivot Table** to summarize your data (e.g., total sales by region, average profit by product category).
2. Create **Pivot Charts** and arrange them neatly into a simple **dashboard view** on a separate Excel sheet.
3. Add slicers (optional) to make your dashboard interactive.

Step 5: Export and Submission

1. Once your analysis and dashboard are complete, save your Excel file.
2. Export the dashboard as a **PDF report** (File -> Export -> Create PDF/XPS Document).
3. Name your file as:
YourName_DataAnalytics_Week1.pdf

Submission Format

Create a github repo and upload the file and share it on whatsapp

Deadline : Sunday 11AM 2/11/2025