## 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 center 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 different color 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 (A,C,D,G,I,J&Q)
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

