

# PDF to Excel Conversion – Transaction Data Entry

## Project Overview

This project shows how I manually converted unstructured transaction data from a PDF file into a well-organized Excel spreadsheet. It demonstrates basic data entry, formatting, and Excel cleanup skills commonly needed in real-world tasks.

## Input File

**File:** Sample\_Transaction\_Data.pdf

Contains 10 lines of transaction records in plain text format, not in table form.

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Txn ID: TXN001 | Date: 01/01/2024 | Customer: Rahul Mehta | Amount: 4500 | Status: Completed
Txn ID: TXN002 | Date: 01/01/2024 | Customer: Sneha Patel | Amount: 2300 | Status: Pending
Txn ID: TXN003 | Date: 02/01/2024 | Customer: Ankit Sharma | Amount: 1750 | Status: Completed
Txn ID: TXN004 | Date: 02/01/2024 | Customer: Pooja Desai | Amount: 3250 | Status: Pending
Txn ID: TXN005 | Date: 03/01/2024 | Customer: Neha Singh | Amount: 5900 | Status: Completed
Txn ID: TXN006 | Date: 03/01/2024 | Customer: Kunal Joshi | Amount: 6400 | Status: Completed
Txn ID: TXN007 | Date: 04/01/2024 | Customer: Amitabh Rao | Amount: 2100 | Status: Pending
Txn ID: TXN008 | Date: 04/01/2024 | Customer: Sanya Kapoor | Amount: 7850 | Status: Completed
Txn ID: TXN009 | Date: 05/01/2024 | Customer: Ravi Dubey | Amount: 3000 | Status: Pending
Txn ID: TXN010 | Date: 05/01/2024 | Customer: Meera Iyer | Amount: 2750 | Status: Completed
```

## Output File

**File:** Transaction\_Data\_Entry.xlsx

A clean Excel table with the following columns:

- Txn ID
- Date
- Customer Name
- Amount
- Status

Txn ID	Date	Customer	Amount	Status
TXN001	01-01-2024	Rahul Mehta	4500	Completed
TXN002	01-01-2024	Sneha Patel	2300	Pending
TXN003	02-01-2024	Ankit Sharma	1750	Completed
TXN004	02-01-2024	Pooja Desai	3250	Pending
TXN005	03-01-2024	Neha Singh	5900	Completed
TXN006	03-01-2024	Kunal Joshi	6400	Completed
TXN007	04-01-2024	Amitabh Rao	2100	Pending
TXN008	04-01-2024	Sanya Kapoor	7850	Completed
TXN009	05-01-2024	Ravi Dubey	3000	Pending
TXN010	05-01-2024	Meera Iyer	2750	Completed

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### Task Performed

- Loaded the PDF data into Excel
- Used **Text to Columns** with the delimiter | to split data into separate columns
- Applied headers, filters, and conditional formatting for readability

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### Skills Used

- Excel Data Entry
- Manual Data Cleaning
- Text-to-Columns (for alternate method)
- Filters & Formatting
- Basic Formulas (optional)

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### Objective

To practice and showcase accurate manual data entry and Excel formatting, as required in many freelancing and MIS executive roles.