Data cleaning

Check for Null Values:	- Open your Excel spreadsheet containing the sales data. - Select the column(s) you want to check for null values (e.g., "Date," "Total Sales"). - Go to the "Home" tab. - In the "Editing" group, click on "Find & Select." - Choose "Go To Special." - Select "Blanks" and click "OK." - Excel will highlight any cells with null values. You can now decide how to handle them, either by filling them in or removing the entire rows if necessary.
Remove Duplicates:	- Ensure your data is sorted correctly so that duplicates are adjacent if they exist. - Select the range of your data that may contain duplicates (e.g., select the entire dataset). - Go to the "Data" tab. - In the "Data Tools" group, click on "Remove Duplicates." - Choose the columns where you want to check for duplicates (e.g., all columns if you want to consider all columns for duplicates). - Click "OK" to remove duplicates.

Model Building

Sales Analysis

Create Line Chart	- Select the Date and Total columns - Go to the "Insert" tab at the top of Excel. - In the "Charts" group, click on "Line" and choose a "Line Chart" style to visualize your historical sales data.
Forecast Sheet	- Click on the forecasted line on your chart. - Go to the "Data" tab at the top of Excel. - In the "Forecast" group, click on "Forecast Sheet." - In the "Create Forecast Worksheet" dialog that appears: - Choose the "Advanced Options" to customize your forecast.
Build a Model	- In the "Advanced Options" section: - Specify "November 2021" as the "End" date for your forecast. - Adjust the "Confidence Interval" to your desired level (e.g., 95% confidence). - Define the "Data Ranges" for the forecast by selecting the relevant data. - Check the option to detect and include the model's statistical details. - Click "Create" to generate the forecast.

Specific Sales Analysis with Region Central and client Wholesale

Focus on a Specific Region and Client Type	In this step, you want to narrow down your analysis to a specific region (Central) and client type (Wholesale).

Filter the Data	○ To do this, you'll use Excel's filtering feature: ■ Click on the filter dropdown arrow in the "Region" column header. ■ Select "Central" from the list of available options to filter for the Central region. ■ Similarly, click on the filter dropdown arrow in the "Client Type" column header. ■ Select "Wholesale" from the list of available options to filter for Wholesale clients.
Create Line Chart	● Select the Date and Total columns ● Go to the "Insert" tab at the top of Excel. ● In the "Charts" group, click on "Line" and choose a "Line Chart" style to visualize your historical sales data.
Forecast Sheet	● Click on the forecasted line on your chart. ● Go to the "Data" tab at the top of Excel. ● In the "Forecast" group, click on "Forecast Sheet." ● In the "Create Forecast Worksheet" dialog that appears: ○ Choose the "Advanced Options" to customize your forecast.
Build a Model	● In the "Advanced Options" section: ○ Specify "November 2021" as the "End" date for your forecast. ○ Adjust the "Confidence Interval" to your desired level (e.g., 95% confidence). ○ Define the "Data Ranges" for the forecast by selecting the relevant data. ○ Check the option to detect and include the model's statistical details.

	● Click "Create" to generate the forecast.
Review Statistical Details:	● After generating the forecast , Excel often creates a separate worksheet or section with statistical details related to the forecast. ● These statistics typically include measures of forecast accuracy, confidence intervals, and other relevant information. ● Take a close look at these statistics to assess the reliability and accuracy of your forecast for the specific data subset.