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	1. Select the Date and Total columns 2. Go to the "Insert" tab at the top of Excel. 3. In the "Charts" group, click on "Line" and choose a "Line Chart" style to visualize your historical sales data.
Forecast Sheet	1. Click on the forecasted line on your chart. 2. Go to the "Data" tab at the top of Excel. 3. In the "Forecast" group, click on "Forecast Sheet." 4. In the "Create Forecast Worksheet" dialog that appears: ○ Choose the "Advanced Options" to customize your forecast.

Build a Model	1. 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.
	2. 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	4. Select the Date and Total columns 5. Go to the "Insert" tab at the top of Excel. 6. In the "Charts" group, click on "Line" and choose a "Line Chart" style to visualize your historical sales data.
Forecast Sheet	7. Click on the forecasted line on your chart. 8. Go to the "Data" tab at the top of Excel. 9. In the "Forecast" group, click on "Forecast Sheet." 10. In the "Create Forecast Worksheet" dialog that appears: a. Choose the "Advanced Options" to customize your forecast.

Build a Model	5. 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.

	6. 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.