**Requirements**

* **Transformation and cleaning**

**" Check and Change the data type of the all column to match the data it contains."**

**"Check all columns to determine whether they contain null values."**

1. **Order table**
2. "Remove the postal code column, as it contains null values and is not very useful for analysis."
3. "Create a custom column named 'Delivery Days' by calculating the difference between the 'Ship Date' and the 'Order Date'."
4. "After creating the 'Delivery Days' column, change its data type to Whole Number."
5. "Create a custom column named 'Year' using the formula = Date.Year([Order Date]), and then change the data type of this column to Whole Number."
6. **People table**
7. "Use the first row as the header to define the column names."
8. **Returns table**
9. "Use the first row as the header to define the column names."
10. "Create a conditional column named 'Return Orders' with the formula: if 'Returned' equals 'Yes', then 1, else 0. Change the data type of this column to Whole Number."

* **Visualization**

1. "Create a card visual to display the **Total Number of Sales** by summing up the 'Sales' column. To display the value with a '$' sign, go to the Table view, select the 'Sales' column, change its format to Currency, and ensure the '$' sign is applied."
2. "Create a card visual to display the **Total Quantity** by summing up the values in the 'Quantity' column."
3. "Create a card visual to display the **Average Number of Delivery Days** by calculating the average of the 'Delivery Days' column. If the result shows a decimal value, go to **Format** → **Data Label** → Set **Value Decimal Places** to 0."
4. "Create a slicer using the **'Year'** column to filter data by year. Customize its format (e.g., style, font, and layout) according to your preferences."
5. "Create a card visual to display the **Total Return Orders** by summing up the values in the 'Return Orders' column."
6. "Create a map visual to display **Sales by Region**:
7. Use the **Region** column for the location field.
8. Use the **Sales** column for the size or value field.
9. Customize the map's appearance, such as colors, bubbles, or labels, to make it visually appealing."
10. "Create a **Pie Chart** to display **Sales by Segment**:
    1. Drag the **Segment** column to the **Legend** field.
    2. Drag the **Sales** column to the **Values** field.
    3. Customize the chart by adjusting the colors, adding data labels, and formatting the title."
11. "Create a **Donut Chart** to display **Sales by Market**:
    1. Drag the **Market** column to the **Legend** field.
    2. Drag the **Sales** column to the **Values** field.
    3. Customize the chart by adjusting colors, adding data labels, and formatting the title to make it visually appealing."
12. "Create a **Stacked Bar Chart** to display the **Top 5 Products with the Highest Profit**:
    1. Drag the **Product** column to the **Axis** field.
    2. Drag the **Profit** column to the **Values** field.
    3. Apply a **Top N filter** on the **Product** column:
       1. Go to the **Filters** pane, select the **Product** field, and choose **Top N**.
       2. Enter '5' for the number of products and use the **Profit** column as the value for sorting.
    4. Customize the chart's appearance, such as colors, data labels, and formatting, for better clarity."
13. "Create a **Bar Chart** to display the **Top 5 Products with the Highest Loss**:
    1. Drag the **Product** column to the **Axis** field.
    2. Drag the **Profit** column to the **Values** field.
    3. Apply a **Top N filter** on the **Product** column:
       1. Go to the **Filters** pane, select the **Product** field, and choose **Top N**.
       2. Enter '5' for the number of products.
       3. Use the **Profit** column for sorting but set it to **Ascending** (to focus on the lowest profit values).
    4. Customize the chart's appearance with appropriate colors, labels, and formatting to highlight products with losses."
14. "Create a **Bar Chart** to display the **Top 10 Customers with the Highest Profit**:
    1. Drag the **Customer** column to the **Axis** field.
    2. Drag the **Profit** column to the **Values** field.
    3. Apply a **Top N filter** to the **Customer** column:
       1. Go to the **Filters** pane, select the **Customer** field, and choose **Top N**.
       2. Enter '10' for the number of customers.
       3. Use the **Profit** column as the value for sorting in **Descending** order.
    4. Customize the chart's appearance with appropriate colors, data labels, and formatting for better readability."