

Unit 2 – Data Preparation and Representation Assignment (J-O-B Format)

1. Jackfruit

Question:

You are provided with a monthly sales dataset for multiple products.

Month	Product A	Product B	Product C
Jan-2025	1200	800	950
Feb-2025	1350	900	1000
Mar-2025	1100	850	980
Apr-2025	1450	920	1020
May-2025	1500	970	1080
Jun-2025	1600	1020	1120

Tasks:

1. Create a **dynamic named range** for **Product A** that expands automatically as new rows are added.
2. Use this dynamic range in a **SUM formula** to calculate cumulative sales.
3. Create a **line chart** using the dynamic range so that it updates automatically when new data is added.
4. Provide a **step-by-step explanation** of formulas and steps used.

2. Orange

Question:

You are provided with regional sales data:

Month	North	South	East	West
Jan-2025	5000	4200	3800	4500
Feb-2025	5200	4300	4000	4600
Mar-2025	5100	4400	3900	4700
Apr-2025	5300	4500	4100	4800
May-2025	5500	4600	4200	4900
Jun-2025	5600	4700	4300	5000

Tasks:

1. Create a **PivotTable** to summarize **total sales by Region**.
2. Insert a **PivotChart** to visualize regional performance.
3. Group the data by **quarter** to observe quarterly trends.
4. Add a **slicer** to filter the chart by region and explain its usage.

3. Banana**Question:**

You are provided with a customer order dataset:

Order ID	Customer	Product	Quantity	Price
1001	Alice	A	5	500
1002	Bob	B		300
1003	Charlie	C	2	200
1004	Alice	A	5	500
1005	David	B	3	300
1006	Eve	C		200

Tasks:

1. Identify blank cells in the **Quantity** column using the **COUNTBLANK** function.
2. Replace missing quantities with the **average quantity** of existing data.
3. Remove **duplicate rows** from the dataset.
4. Explain each step performed to clean the data.