**Steps to Create a Hotel Booking Cancellation Dashboard in Excel**

1️⃣ **Prepare Your Dataset**  
Start with a dataset that includes key details such as booking dates, cancellation statuses, room types, customer demographics, and revenue data. Ensure the data is clean and structured for analysis.

2️⃣ **Build PivotTables for Analysis**

* Use PivotTables to summarize data. For example, you can calculate total bookings vs. cancellations, cancellation rates per month, and revenue lost due to cancellations.
* Break down cancellations by customer type, booking channel, or room type for deeper insights.

3️⃣ **Create Dynamic Charts**  
Visualize your data using charts to make it more engaging and easier to understand:

* Use a **Line Chart** to track booking and cancellation trends over time.
* Add a **Stacked Bar Chart** to compare cancellations across room types or booking channels.
* Include a **Treemap** to analyze customer segmentation and their impact on cancellations.

4️⃣ **Highlight Key Metrics**

* Include KPIs like the monthly cancellation rate, total revenue lost due to cancellations, and percentage of bookings by channel (e.g., direct vs. third-party platforms).
* Use conditional formatting to highlight trends or anomalies.

5️⃣ **Make It Interactive**

* Add slicers or dropdown menus to allow users to filter data by specific time periods, customer segments, or booking sources.
* Ensure the dashboard is easy to navigate and visually appealing.

**Benefits of a Hotel Booking Cancellation Dashboard**

✔ **Actionable Insights:** Quickly identify problem areas, such as high cancellation rates or underperforming booking channels.  
✔ **Improved Customer Retention:** Analyze customer behavior to implement strategies that reduce cancellations.  
✔ **Enhanced Decision-Making:** Use data-driven insights to optimize booking policies, marketing efforts, and pricing strategies.