**Test Sheet for Excel/Google Sheets Analyst**

**Instructions:**

* Complete the following tasks using the data provided in the “Data” sheet.
* Submit your file when completed.

**1. Basic Functions:**

* In Column F, use a formula to calculate the total sales for each row (Unit Price \* Quantity Sold).
* In Cell G1, calculate the average sales from Column F.
* In Cell G2, find the highest sales value from Column F.
* In Cell G3, find the lowest sales value from Column F.

**2. Data Filtering and Sorting:**

* Sort the table by Region in alphabetical order.
* Filter the table to only display rows where the Quantity Sold is greater than 50.

**3. Data Validation:**

* In Column H, create a data validation list for the column with the following values: Approved, Pending, Rejected.
* Apply conditional formatting to Column H so that:
  + Cells with “Approved” are Green.
  + Cells with “Pending” are Yellow.
  + Cells with “Rejected” are Red.

**4. Pivot Table:**

* Create a Pivot Table in a new sheet that summarizes the Total Sales by Region and Product.

**5. Chart Creation:**

* Create a bar chart showing the total sales by region.

**6. VLOOKUP:**

* In Column I, use VLOOKUP to find the Product Category from the "Product Categories" sheet based on the Product Name.

**7. INDEX-MATCH Task:**

* In Column J, use INDEX-MATCH to find the Product Category from the "Product Categories" sheet based on the Product Name.
* Example: Use INDEX to return the category and MATCH to look up the product name in the "Product Categories" sheet.

**8. FILTER Function Task:**

* In a new sheet, use the FILTER function to create a list of products sold in the East region where Quantity Sold is greater than 50.
* Display the filtered results in a new table that includes Product Name, Region, Unit Price, and Quantity Sold.

**9. Conditional Formulas:**

* In Column K, use a conditional formula to check if the Quantity Sold is greater than 50. If true, return "High Sales"; if false, return "Low Sales."
  + Use IF formula: =IF(D2 > 50, "High Sales", "Low Sales").
* In Column L, use a combination of IF and AND to check if:
  + The Region is "East" AND the Quantity Sold is greater than 60. If both conditions are true, return "Bonus Eligible", otherwise return "Not Eligible".

**10. Bonus Task (IFERROR):**

* In Column M, create a formula using IFERROR to handle errors that might occur when using VLOOKUP or INDEX-MATCH in Column I or Column J.
  + Example: =IFERROR(INDEX(...), "Not Found").

**Dashboard Creation**

**Instructions for the Dashboard Task:**

Using the data provided in the “Data” sheet, create an interactive dashboard that provides insights into sales performance across regions and products. The dashboard should include the following:

**1. Key Performance Indicators (KPIs):**

* Total Sales: Display the total sales for all regions and products.
* Average Sales per Region: Calculate and display the average sales per region.
* Top Performing Product: Highlight the product with the highest sales.
* Sales by Region: Display the total sales for each region.

**2. Visual Elements:**

* Bar Chart: Display total sales by region.
* Pie Chart: Show the proportion of sales per product category.
* Trend Line: Create a line chart that shows how sales have evolved over time (use the Sales Date).

**3. Interactive Features:**

* Slicers/Filters:
  + Create slicers (Excel) or filters (Google Sheets) to allow the user to filter the dashboard by Region and Product.
* Dropdown Menu: Create a dropdown to allow users to select a specific region and see its performance across products.

**4. Design and Layout:**

* Ensure the dashboard is clean, well-organized, and visually appealing.
* Group related KPIs and charts logically, and use colors to differentiate between regions/products.
* Add a title and labels for clarity.