**Excel Bike dashboard**

Cleaning the dataset before creating dashboard

1. To remove duplicate from the dataset, -> select the dataset -> data -> remove duplicates -> select the columns -> keep my data as headers checked -> ok -> it should eliminate the duplicate data, generating a new set of unique datasets (in this dataset 26 data should be cleared after running the function.
2. Change the M & S to marital status to married and single as a new user would find difficult to understand the M of Marital and M of gender. So, select the column B -> Ctrl +H (replace popup should come) -> select search (by columns) -> find what (M) -> replace with (Married) -> replace all, it should reflect under column, do the same for S to single, and Change M & F of gender to male and female.
3. Eliminate the decimals in income as it might mess up the calculations, for this, select the column D income -> go to home -> change it from general to currency -> reduce the decimal points making it a whole number.
4. Coming to the age column since it has been ranged from 25-89 it can turn up to be very messy when we visualize with such a high number, so let’s make a new column and name it Age Brackets.
5. Now for the Age brackets column let’s use an if statement which gives a range whether a particular age is older than or less than. Let’s put a formula for it, go to the formula bar and type: =IF(L2<31,“Adolescent”,“Invalid”). This should give the differentiate age as per formula.
6. Now let’s make step 5 into nested IF statement,

=IF(L2>=31,”Middle Age”,IF(L2<31, “Adolescent”,“Invalid”))

1. Let’s make it for the third category,

=IF(L2>55,"Old Age”, IF(L2>=31,"Middle Age”,IF(L2<31,"Adolosent","Invalid")))

Let’s make Pivot Table now

1. Go to pivot sheet, click on insert -> pivot table -> go to working sheet -> click on ID and click Ctrl+A. this makes the entire data to come under pivot table.
2. Drag Income to the values field, and go to value fields setting and change it into Average.
3. Drag gender to rows field.
4. Drag purchased bike to columns, this makes the column segregated into Yes and No.
5. Click on insert -> recommendation charts, select column chart as per your choice.
6. Let’s make next pivot table, by adding Commute distance to rows, purchased bike to columns and values -> create a line chart through it.
7. Let’s make next pivot table, drag age to rows, purchased bike to values and columns, choose chart as per your choice.

Now let’s make these data into visualization.

1. Place the created charts on the dashboard sheet.
2. Add slicer as marital status, region, education