

Data Formatting Project Summary

Project Title

Data Cleaning and Formatting of Retail Sales Data in Excel

Objective

To clean, format, and organize a raw sales dataset to improve readability, accuracy, and usability for reporting and business decision-making.

Dataset Overview

- Total Records: 500
- Fields: Customer Name, Product Code, Sales Amount, Purchase Date, Region, Sales Representative, Notes
- Source: Simulated retail sales data

Tasks Performed

1. Data Cleaning:

- Removed extra spaces in Customer Name using TRIM().
- Standardized inconsistent casing in Region using PROPER().
- Converted mixed date formats using DATEVALUE().

2. Data Formatting:

- Applied currency format to Sales Amount.
- Highlighted high-value sales with Conditional Formatting.
- Highlighted missing Notes fields.

3. Data Validation:

- Created dropdowns in Region and Sales Representative fields.

4. Pivot Table Reporting:

- Generated summary of total sales by Region and Sales Rep.

5. Data Protection:

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- Protected key fields to prevent editing.

Outcome

- Delivered a professionally formatted and accurate Excel sheet.
- Enabled clear visibility into sales performance.
- Ensured data consistency and reduced reporting time.

Tools Used

Microsoft Excel (TRIM(), PROPER(), DATEVALUE(), Data Validation, Conditional Formatting, Pivot Tables)