

Project Title & Objective

Project Title:

Objective: [Briefly describe the goal of your analysis. What question or problem are you addressing? Be specific about what you aim to achieve or discover.]

Dataset Description

Source: [Describe the source of the dataset. Is it publicly available or proprietary?]

Dataset Size: [Number of rows and columns. What is the granularity of the data?]

Key Variables: [List key variables used in the analysis. What role do they play in the project?]

Assumptions/Limitations: [Any assumptions or limitations faced during the analysis. How might these impact your findings?]

Data Cleaning & Preparation

Cleaning Steps:[Explain any cleaning steps taken in Excel, such as:

- Handling missing values (e.g., imputation, removal)
- Removing duplicates or outliers
- Formatting changes (e.g., date formatting, data type conversions)]

Data Transformation: [Describe any data transformations performed, such as aggregating or grouping data]

Analysis & Insights

Findings: [Use charts, pivot tables, formulas, etc. to highlight trends, patterns, or relationships discovered. Focus on the most important insights.]

- *Visuals:* [Include screenshots of key visuals, such as:
 - Charts (e.g., bar charts, line charts, scatter plots)
 - Pivot tables
 - Other relevant visualizations]

Screenshots of Excel Work

- [Include relevant screenshots to support your explanation, such as:
 - Data view
 - Pivot tables
 - Charts
 - Other relevant Excel outputs]

Conclusion/Recommendations

Summary: [Summarize the key findings. What did you discover, and what do the results mean?]

Recommendations: [What decisions or actions could be taken based on your analysis? Be specific about potential next steps.]