**FORMATTING THE COLUMNS.**

* Date column - date format
* Price per unit, total amount - currency format
* Age, quantity - number format with 0 decimal places.

**CONVERT INTO EXCEL TABLE**

* Select the whole dataset
* Convert into excel table (insert -> table)
* Ensure the checkbox for "My table has headers" is selected.

**ADDING THE MONTH COLUMN**

* =TEXT([@Date], "mmmm")
* Using the above formula, we can create the month column.

**CREATING PIVOT TABLES**

* Create 3 pivot tables - Sales by product category, monthly sales, sales by gender.

**INSERT PIVOT CHARTS**

**CLEANING UP THE CHARTS - NAME**

**ADD SLICERS**

* Unable to cut and paste the slicers in the dashboard sheet
* Can't find report connections option