

FREELANCER

DOCUMENTATION FOR FREELANCER

1. Objectives:

The goal of this project is to analyze a Freelancer dataset, perform data cleaning, apply Excel formulas, create PivotTables, and build an interactive dashboard to summarize key business insights.

2. Dataset Used

The dataset contains the following fields:

- FreelancerID
- Name
- Gender
- Age
- Country
- Language
- Primary Skill
- Year of Experience
- Hourly Rate
- Rating
- Is Active
- Client Satisfaction
- Notes
- Status
- Number of projects
- Duration month

The dataset was received as a raw Excel file with inconsistent formatting and missing values.

3. Data Cleaning Steps

The following steps were performed to clean and prepare the data:

- 1. Removed Blank Rows/Columns**
Deleted unnecessary blank rows and duplicate headers.
- 2. Conditional Formatting for Data Cleaning**
Highlight missing, duplicate, or outlier values.
- 3. Corrected Data Types**
Age, Year of Experience, Hourly Rate, Rating, Number of projects, Duration month →
Number format
- 4. Fixed Missing Values**

- Used IF(ISBLANK(), "Unknown", ...) for missing text fields
- Replaced missing numeric values with 0

5. Standardized Text

- Applied PROPER() for name formatting
- Used TRIM() to remove extra spaces

4. Formulas Used

1. Text Functions

RIGHT(A2,2)
left(A3,2)
MID(A2,3,2)
UPPER(B2)
LOWER(B2)
PROPER(C3)

2. Logical Functions

• IF(L4>75,"SATISFY","NOT SATISFY")
• SUMIF(F:F,"Italian",H:H)
• COUNTIF(F:F,"Italian")
• AVERAGEIF(F:F,"Italian",H:H)

3. Aggregate functions:

COUNT(H:H)
COUNT(H:H)
AVERAGE(H:H)
MIN(I:I)
MAX(I:I)

4. Date functions:

TODAY()
NOW()
YEAR(X549)
MONTH(X549)
DAY(X549)

5. XLookup Function:

XLOOKUP(W1007,\$B\$216:\$B\$933,\$F\$216:\$F\$933,"Unknown",0)VLookup:

VLOOKUP(W1012,A1:P933,7,1)

HLookup:

=HLOOKUP(W1017,A216:P933,5,1)

6. Descriptive Statistics

Use Analysis ToolPak → Descriptive Statistics.

Generate Mean, Median, and Standard Deviation for numeric columns.

A	B	C	D
No of projects		Duration_months	
Mean	8.715	Mean	5.114
Standard Error	0.173982887	Standard Error	0.128083603
Median	8	Median	4
Mode	1	Mode	1
Standard Deviation	5.501821975	Standard Deviation	4.05035917
Sample Variance	30.27004505	Sample Variance	16.40540941
Kurtosis	-1.135276372	Kurtosis	0.16959204
Skewness	0.245524476	Skewness	0.975016663
Range	19	Range	19
Minimum	1	Minimum	1
Maximum	20	Maximum	20
Sum	8715	Sum	5114
Count	1000	Count	1000

7. Filtering, Sorting & Exploring Data

- Apply multiple filters and sorts, bottom 5 entries by value(use conditional formating)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	freela	Name	Gender	Age	Country	language	primary_skill	Year_Of_Experience	Hourly_rate(\$)	rating	Is_Active	client_satisfaction	Notes	Status	no of project
1	FL250215	Monica Ro	Female	22	Indonesia	Indonesian	Machine Learning	0	\$ 100.00	3	TRUE	64%	Reviewed	Active	1
216	FL250317	Allen Lee	Male	Unknown	Netherlands	Dutch	DevOps	0	\$ 100.00	5	FALSE	64%	Follow-up	Completed	1
318	FL250546	Melanie Bi	Female	20	Turkey	Turkish	Mobile Apps	0	\$ 100.00	0	FALSE	6300%	Reviewed	Inactive	1
547	FL250548	Ricky Mart	Male	21	United Kingdom	English	AI	0	\$ 100.00	0	FALSE	73%	Follow-up	On Hold	1
549	FL250553	Kristina Wi	Female	40	Australia	English	DevOps	0	\$ 100.00	1	Unknown	87%	Urgent	On Hold	1
554	FL250932	Alexander	Male	21	Canada	English	Graphic Design	0	\$ 100.00	3	FALSE	64%	Reviewed	Completed	1

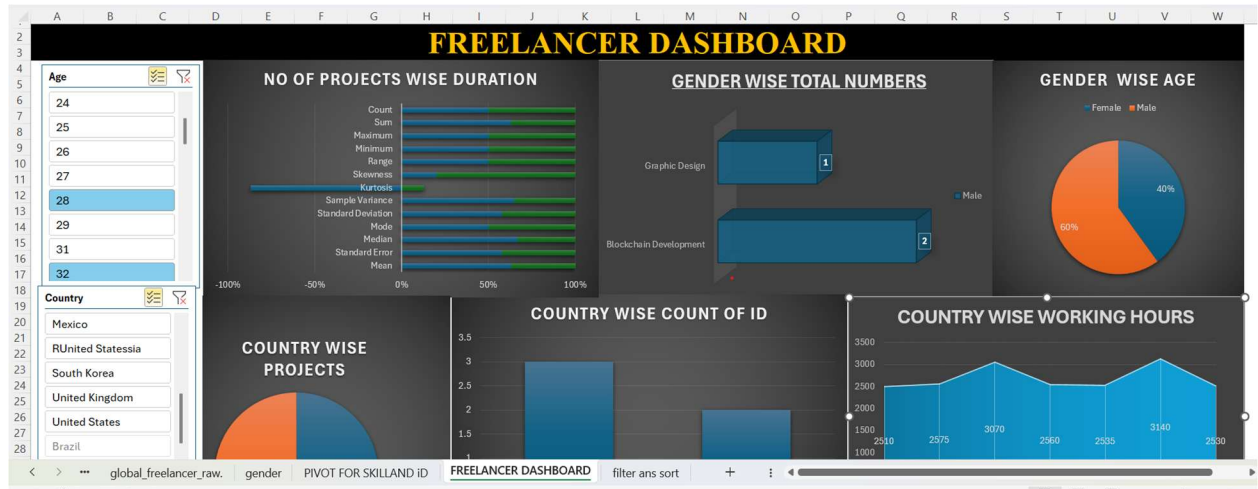
5. PivotTables Created

1. Count of freelancer_ID by Notes
Show number of Freelancer ID with Notes (Pending / Urgent / FollowUp / Reviewed)
2. GENDER WISE AGE
Shows the Gender(female/male) wise Age
3. Country wise projects
Show the total number of project allotted for per country.
4. COUNTRY WISE WORKING HOURS
Shows the total numbers of Hours that they worked in country
5. COUNTRY WISE COUNT OF ID
Shows the Count the number of ID working particular Country
6. Dashboard
A clean Excel dashboard was created using:
 - Pivot Charts (Column chart, Line chart, Pie chart)
 - Slicers for Age, Country.

6. Key Insights

- Certain categories contribute significantly more to client satisfaction of projects.
- Number of project working in months.
- In gender wise male is working more compare female.
- Client satisfaction ratings correlate moderately with Rating average is 1173%.
- Missing category values were successfully flagged and corrected for accurate reporting.

7. Dashboard:



8. Conclusion

- The Excel project demonstrates the ability to clean data, use advanced formulas, build PivotTables, and create a professional dashboard for business reporting. This workflow ensures data accuracy and improves decision-making through visual insights.