

Project Documentation

[Your Project Title]

1. Project Overview

A short summary of what the project is about and what it aims to achieve.

Example: "This project analyses sales data using Excel and Power BI to find trends and improve business decisions."

2. Tools Used

- Microsoft Excel
- Power BI

3. Dataset

- Source: [mention source or "sample data"]
- Data contains: [briefly list key columns like Date, Product, Sales, etc.]

4. Steps Followed

- Cleaned data in Excel (e.g., removed blanks, formatted columns)
- Used Excel formulas and Pivot Tables for basic analysis
- Imported cleaned data into Power BI
- Built dashboards using charts, slicers, and KPIs

5. Key Insights

- [Insight 1]
- [Insight 2]
- [Insight 3]

Examples of Key Insights:

If you're working with sales data, key insights might be like:

-  Sales were highest in Q4 (Oct–Dec).
-  Product A generated 40% of total revenue.

- 📍 The South region had the lowest sales performance.
- ⌚ Most returns happened within the first 7 days of purchase.
- 💹 Online orders are growing faster than retail store sales.

6. Screenshots

(Optional – Add screenshots of Excel and Power BI dashboards.)

7. Files Included

- 'sales_data.xlsx' – Cleaned data and basic analysis
- 'dashboard.pbix' – Power BI dashboard
- 'README.md' – Project description

8. How to Use

- Open 'sales_data.xlsx' to view the cleaned data.
- Open 'dashboard.pbix' in Power BI Desktop to explore the visuals.

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