

1- Descriptive Statistics:

Use Excel's built-in functions to calculate the **maximum, minimum, average**, and **standard deviation** of the "Boxes Shipped" column.

2- Date Formatting:

Change the format of the "Date" column to display dates as dd/mm/yyyy.

3- Histogram of Amount:

Create a histogram for the "Amount" column to understand the distribution of sales values.

4- Monthly Total Sales (using Pivot Table):

Group the data by **month** and calculate the total "Amount" for each month.

Steps to follow:

- a. Select your dataset, including the "Date" and "Amount" columns.
- b. Go to the **Insert** tab and click **PivotTable**.
- c. Choose to place the PivotTable in a new worksheet.
- d. In the PivotTable Fields pane:
 - i. Drag "Date" to the **Rows** area.
 - ii. Drag "Amount" to the **Values** area.
 - iii. Right-click on any date in the Row Labels → click **Group** → select **Months** (and **Years** if needed).
 - iv. This will show total "Amount" for each month.

5- Top 5 Customers by Total Amount:

Steps to follow:

- a. Select your dataset, including "Customer" and "Amount" columns.
- b. Go to the Insert tab and click PivotTable.
- c. In the PivotTable Fields pane:
- d. Drag "Customer" to the Rows area.
- e. Drag "Amount" to the Values area.
- f. Sort the pivot table:
- g. Right-click any number in the Amount column → Sort → Sort Largest to Smallest.
- h. Manually extract the top 5 customers from the list and display them in a separate table if needed.

6- Scatter Plot – Amount vs Boxes Shipped:

Create a scatter plot with "Boxes Shipped" on the x-axis and "Amount" on the y-axis. Add axis titles and briefly explain any visible relationship or trend between the two variables.