-Slide deck

-Review the plus sign in lower part of CP window to show prompt options

# Sport Inventory

simple questions: which region had the best year of 1995

CP Pop up - Suggest Formula Colum

highlight all total order values over $300

highlight entire rows in blue of total order values of greater than $300

## Change Case

create a new column after column F that capitalizes all the items in proper case in product description

## Convert to Month Name

Insert a new column converting order date column to month name, mmmm and add it after column D

## Pivot Tables

**Summarize total order value by region.**

## Summarize as a pivot table store name and region as rows by total sales

Summarize the top 5 store names by sales in a pivot table

Show top 10 products by total order value in a pivot table

## VISUALS

Create a bar chart showing total order value by region to compare sales performance across different areas.

Generate a column chart of the top 10 products by total quantity sold across all stores.

~~Insert a column chart of the top 10 products comparing total quantity sold by product category.~~

Create a pie chart showing the proportion of total sales by region

Create a line graph showing total order value over time based on order dates

grouped by month, to visualize seasonal trends.  
Create a line graph showing total order value over time based on order dates, grouped by month and year to visualize seasonal trends

Write a short executive summary of this data as if for a quarterly report

**Summarize total order value by region.**  
→ Creates a pivot table or summary showing how much each region has spent.

**Show top 10 products by total order value across all regions.**

**Convert all product descriptions to proper case.**  
→ Makes the data more readable and professional.

**Insert a column chart of the top 10 products comparing total quantity sold by product category.**

**Forecast next years' sales for top 5 products using historical data and compare it with the last years sales**

# Sales Data Document

**Misc**.

* **Click on CP pop up icon…good for experimenting If you don’t know what to do**
* **Formula - have it create a formulas column, will likely create a date and year  
  Random PT**

## FORMULAS

TYPE THESE IN…

**Create a column for total revenue, sales by quantity**

Create a column for month name after column B

Create a column combining city and state separated out by a comma

## CONDITIONAL FORMATTING

Highlight cells in 'Sales' cells that are greater than 50

Highlight entire row in blue when sales cells are greater than 50

Highlight dates that are in November in column 'Order Date'

Highlight top 20% in column 'total revenue' in light green

2 CF in one! - In total revenue column, highlight in green and white the top 20%, and in pink, the lowest 20% of total revenue

## SUMMARY TABLES

Summarize total sales by region and highlight the top-performing one.

Generate a summary of sales by customer segment …

Generate a summary of sales by customer segment and show as percentage

## PIVOT TABLE

Create a pivot table of total revenue by sales rep…(maybe say month over month and then FIX IT)

Create a pivot table of total revenue by state, sort in order of total revenue

Create a pivot table of sales by customer segment, and grouped month as rows (AND FIX)

Create a pivot table showing total quantity sold by product Segment in columns and Sales Rep as rows

Summarize the top 3 sales reps by sales in a pivot table

Write an executive summary of this data as if for a quarterly report.

## VISUALS

Visualize monthly sales trends using a line chart.

Write a short executive summary of this data as if for a quarterly report

Go to another document for visuals? SUMMARY

**.**

# CUSTOMER DATA

1. **Identify the top 10 [customers/products] by total [sales/revenue] and display in a table.**
2. **Format this table so headers are bold and white, rows are zebra striped, customer names are bold and blue, and currency fields show no decimal places**
3. **Apply conditional formatting to highlight values in [Profit Margin] below 10% in red.**
4. **TEST THIS: Create a pivot table showing [Sales] by [Region] and [Quarter], sorted from highest to lowest.**
5. **Identify the top 10 [customers/products] by total [sales/revenue] and display in a PIVOT table.**
6. **Convert order date column to month name, mmmm and add it after column** B
7. **Write a short executive summary of this data as if for a quarterly report.**