

# Introduction to Excel: Final Task

Home Assignment for Submission

## Exploring Amazon India Transactional Data

This task needs to be submitted for review. Read the task description and follow the steps below to complete the assignment.

### Topics mentioned

All topics covered in Module 2, such as:

- ✓ Table Formatting, Sorting, and Filtering
- ✓ Basic and Common Functions
- ✓ Pivot tables
- ✓ Data Visualization
- ✓ Logic, Text, Search Functions
- ✓ Data Preprocessing
- ✓ Data Storytelling

### Task description

Amazon India is trying to analyze their transaction data regarding delivery information. As an analyst, you will help them explore the data extracted from the system by creating a report with data storytelling. This report will be shared with senior management, so the information should be clear and accurate.



### What you need to do

#### General Instruction:

- 1 Download the dataset.
- 2 Clean the data using basic Excel functions and methods to prepare the data for further analysis and visualization.
- 3 Answer the questions listed below. Provide appropriate visualization to support insights and recommendations.
- 4 Submit this task in an **.xlsx** format. If you not sure how to save the file properly, use this guide.

#### Questions:

- 1 Does the company have a stable transaction trend? Show the answer on a month-to-month basis.
- 2 What can we tell about the distribution status between the regions and in terms of returned items?
- 3 How does the shipping fee differ between regions? Can we find any other insights about the shipping trends?

### Tips and hints

- ✓ Clean the Date, so it will be in the correct Date Format and convert some texts to numbers for analysis.
- ✓ Remember, a big part of being a data analyst is being able to assess the numbers you are presenting in your report. Comment on every answer and provide 2–3 sentences to explain the results and what they mean for the business.
- ✓ The dataset you are working with here provides plenty of opportunities for analysis. We encourage you to use multiple datasets and charts to provide better insights for each question. The more valuable information you discover in the dataset, the stronger your skills are.

### Completion criteria

Use this checklist before assigning the hometask to check if everything is done.

- Data is cleaned, and the provided answers are correct.
- Each of the three questions contains a pivoted data table, a properly labeled and titled visualization, and an in-depth analysis.
- Comprehensive written comments are provided for each answer.
- The document is saved as an **.xlsx** file and submitted to the learning platform.



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