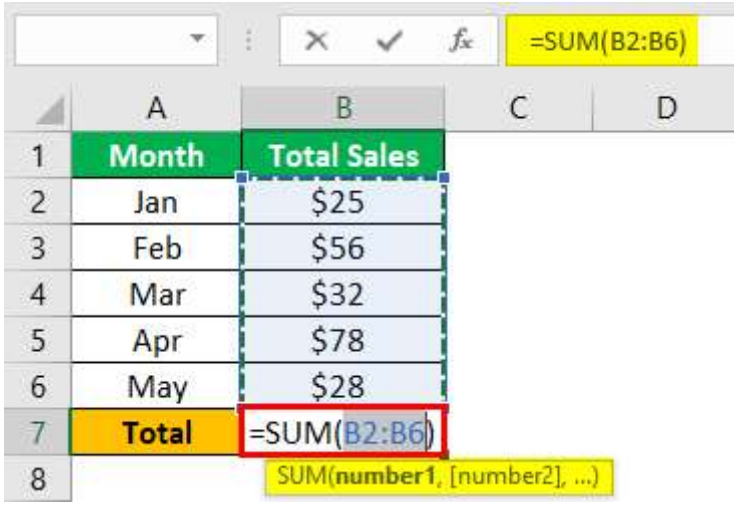
#1 - Get Quick Totals

	A	B	C
1	Month	Total Sales	
2	Jan	$25	
3	Feb	$56	
4	Mar	$32	
5	Apr	$78	
6	May	$28	
7	Total	?	
8			

We have monthly numbers above, so to get the quick total in cell B7, press the Auto **Sum shortcut** key **ALT + =** sign.



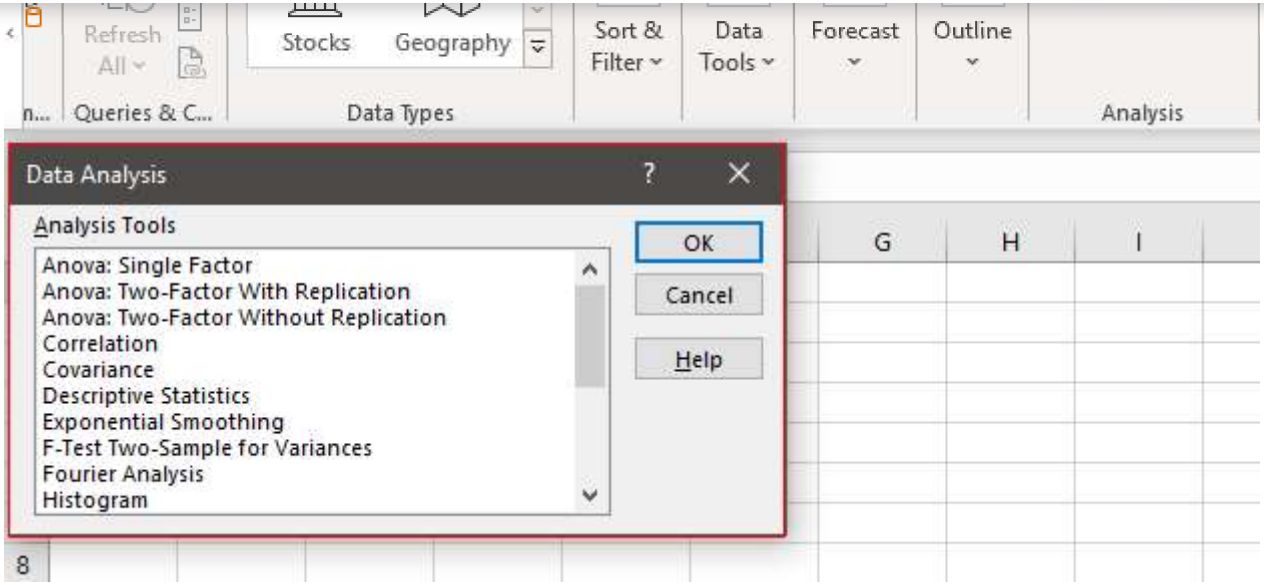
As you can see, it has inserted the **SUM function in excel**. Press the "Enter" key to get the result.

	Month	Total Sales
2	Jan	$25
3	Feb	$56
4	Mar	$32
5	Apr	$78
6	May	$28
7	Total	$219
8		

We have a quick total of the numbers above.

#2 – Data Analysis & Interpretation

The spreadsheet contains data, so telling the story behind the data is what the decision-makers need to make vital decisions in the business world. So, when the data is available with Excel, we can use MS Excel features like **pivot table** and formulas to analyze the data and interpret the numbers quickly and efficiently.



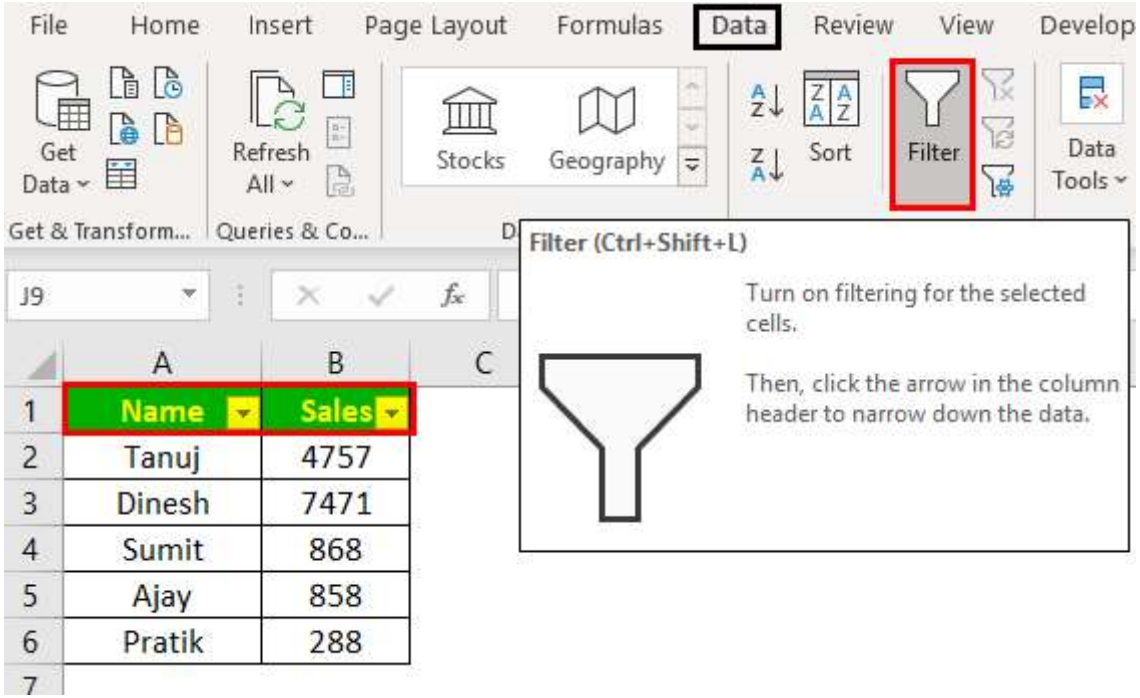
#3 – Plenty of Formulas to Work with Data

MS Excel comes with plenty of built-in functions to work with data. There are 450+ **functions in excel,**, so these functions are categorized as “Financial,” “Logical,” “Text,” “Date & Time,” “Lookup & Reference,” “Math & Trig,” “Statistical,” “Engineering,” “Cube,” “Information,” and “Web.”

You cannot get the data ready to use, so we can organize the data using Excel tools. We can reorganize the data according to the users' needs.

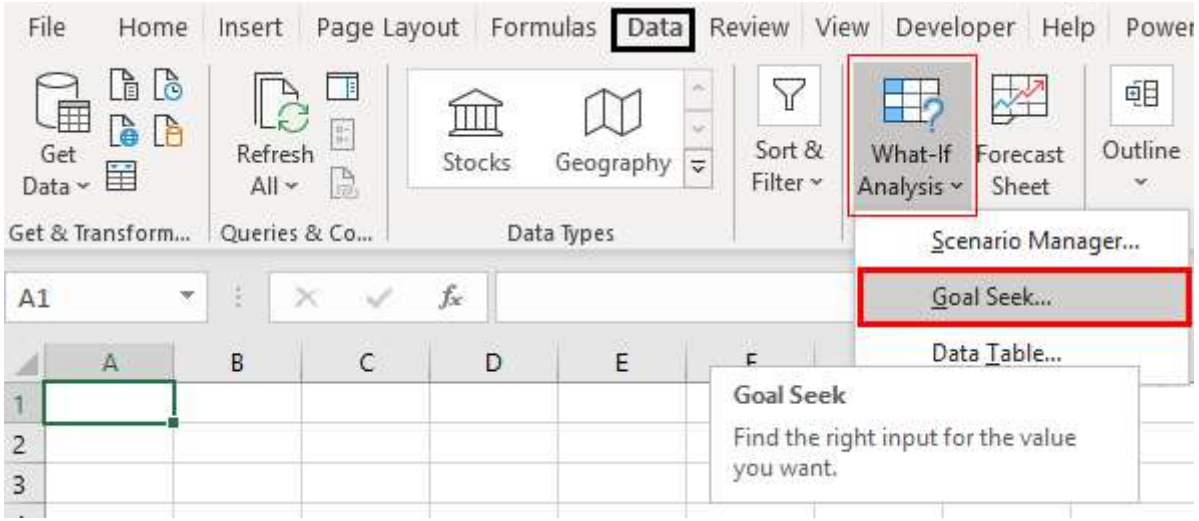
#5 – Data Filtering

Using the option of "**Filter" in Excel**, we can filter the particular data from the number of rows of data. For example, we can apply a single-column filter and the filter to multiple columns to **match multiple criteria** to filter the data.



#6 – Goal Seek Analysis

needs to be done in the remaining steps to achieve the desired goals.

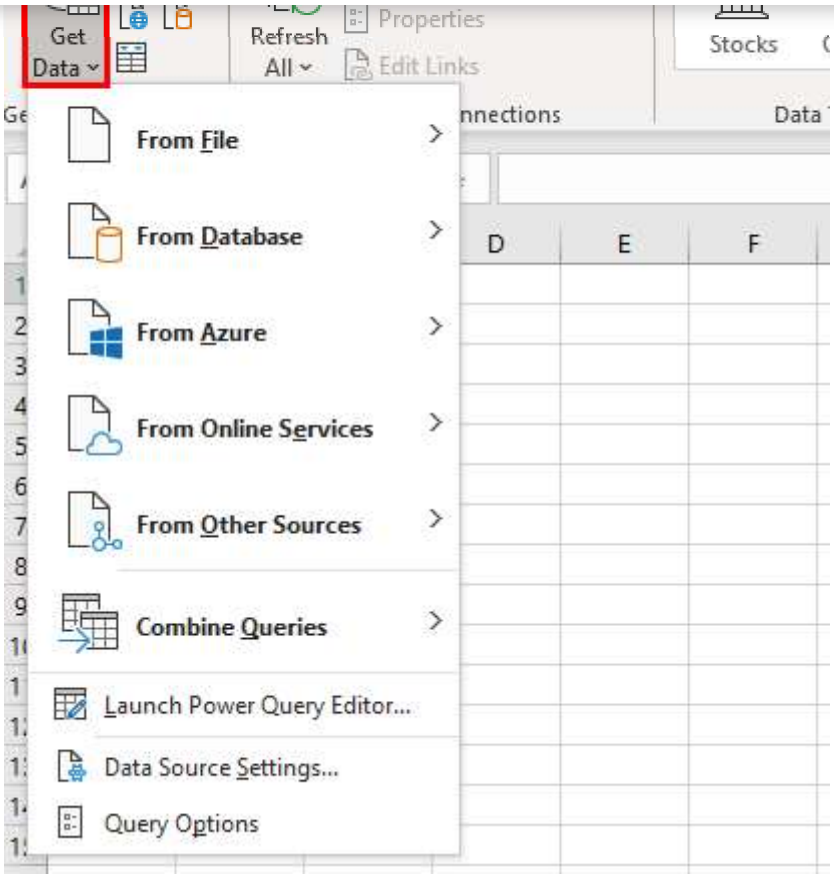


#7 – Flexible and User-Friendly

When you compare MS Excel with other spreadsheets, you will find MS Excel as relatively friendly and flexible enough to fit the needs of the users. First, however, one needs the proper training to start things in Excel.

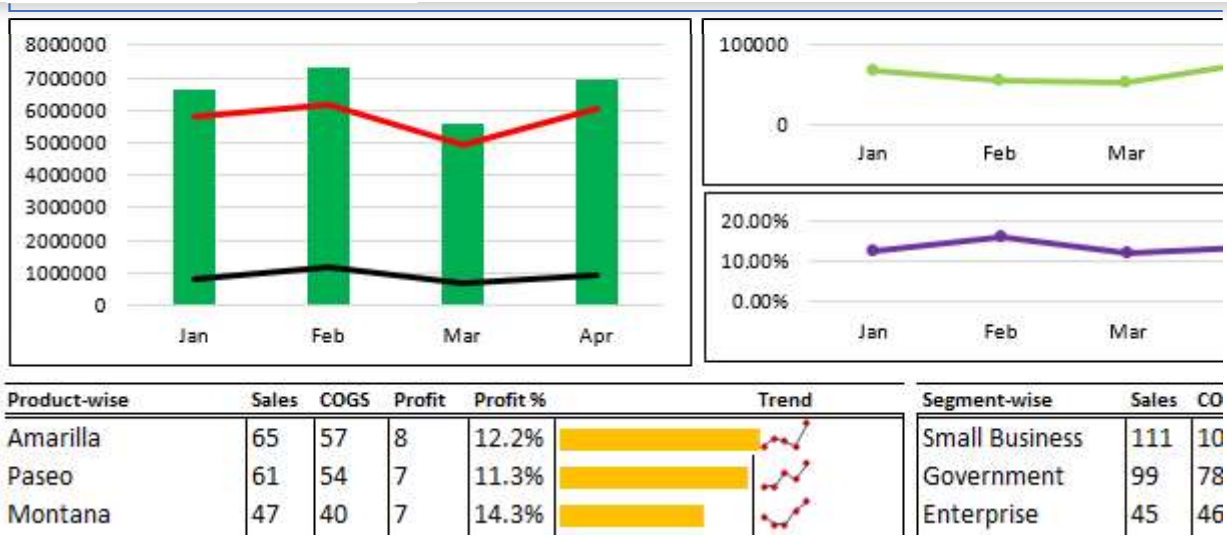
#8 – Online Access

Not all the time, we get the done offline, so some of the data needs to be fetched from online websites. We can import data from "MS Access File," "Text File," "From Web," "From SQL Servers," "From XML Data Import," etc. So, getting the data to Excel is not a constraint.



#9 – Building Dashboards

When the story behind the data is read to tell, end users may want to see those summary results in a single page view. So using MS Excel, we can build dashboards that can tell the stories in a single page view. So, not only can we build a dashboard, but it also makes the dashboard interactive.

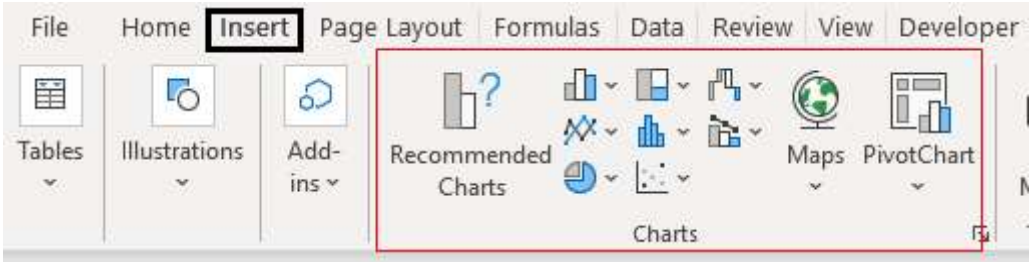


Product-wise	Sales	COGS	Profit	Profit %	Trend
Amarilla	65	57	8	12.2%	
Paseo	61	54	7	11.3%	
Montana	47	40	7	14.3%	

Segment-wise	Sales	CO
Small Business	111	10
Government	99	78
Enterprise	45	46

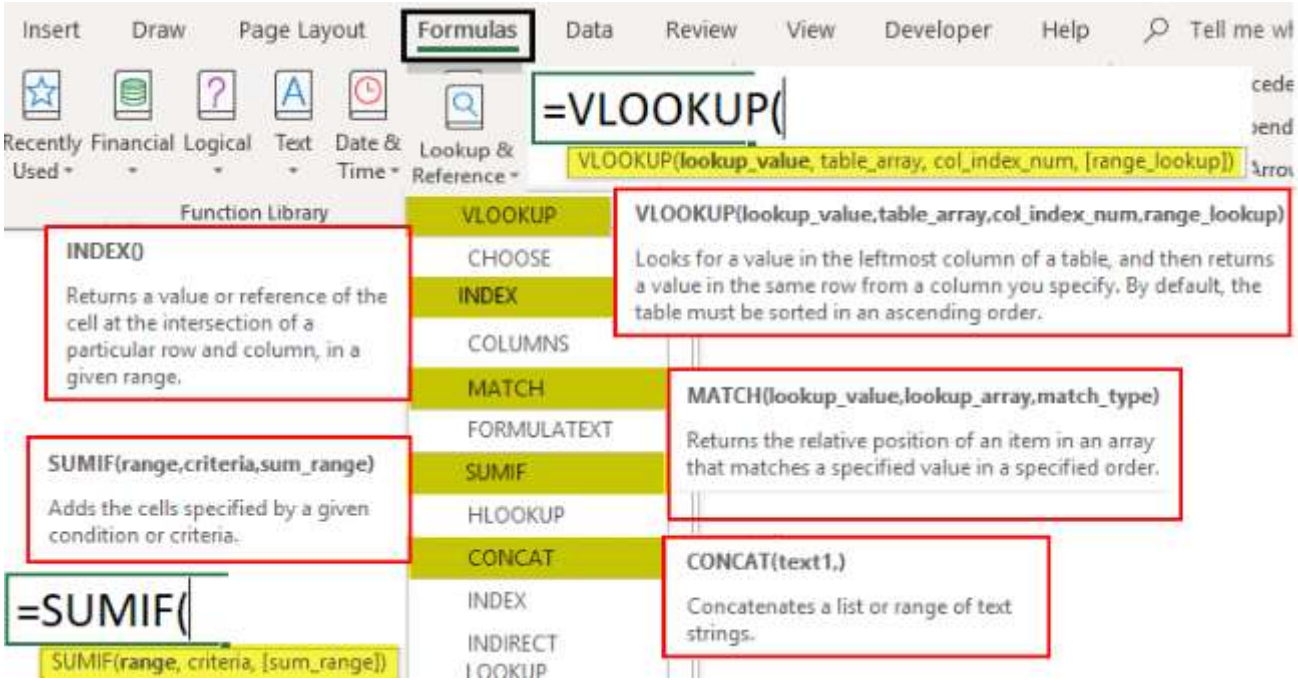
#10 – Interactive Charts and Graphs

When the **Excel formulas** are applied, we can make them dynamic so that when the data range gets an addition or deletion, our formula shows the updated results instantly.



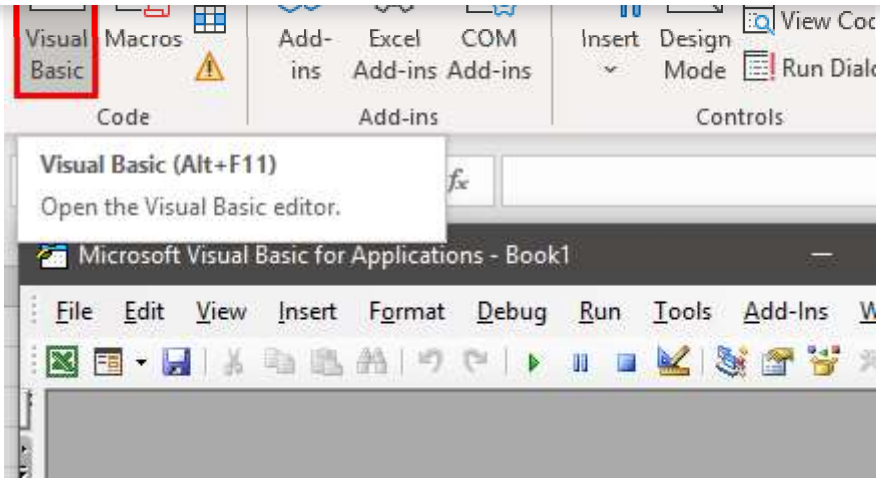
#11 – Dynamic Formulas

instantly.



#12 – Automation Through Excel

At last, when you move to the advanced level of MS Excel, you may get bored with daily work in Excel. In that case, we can automate the reports in Excel by **using the VBA coding** language.


Visual Basic
Macros
Add-ins
Excel Add-ins
COM Add-ins
Insert
Design Mode
Code
Add-ins
Controls
Visual Basic (Alt+F11)
Open the Visual Basic editor.
Microsoft Visual Basic for Applications - Book1
File Edit View Insert Format Debug Run Tools Add-Ins