Day 6 - 90 days of Analytics: Edit Numbers, Dates, Currency

In the first video of the day, we saw how to edit numbers, dates and currencies

The following aspects were mentioned

-To add a new worksheet, we click on the plus sign next to the other worksheets.

-Before formatting any cell, it must be selected

-Formatting of numbers in cells can be done in three ways

- Quick formatting can be done using the **Number toolbox** form the **Home** menu.
- Another way of formatting is by clicking on the launch button on the **Number toolbox**. A window appears and permits us to set our preferences.
- Right clicking on the selected cells and choosing the option **Format Cells** from the menu that appears. A window appears and permits us to set our preferences.

-Formatting of dates in cells is similar to formatting of numbers at the only difference that instead of choosing the option Number, we choose **Date.**

-Formatting of currencies in cells is similar to that of numbers and dates at the only difference that we choose the option Currency then we set our preferences.

-Formatting is very important because it helps us know the kind of data we are working with. It must be done automatically and not by hand. If done by hand, we will get errors when using formulae.

Link to the YouTube Recording : https://www.youtube.com/watch?v=X1NzQb8ThQY

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Day 6 - 90 days of Analytics: Formatting in Excel

In today's second video, we saw how to do some formatting in Ms Excel

The following were mentioned

-Always select data before applying any format or style

-To style text in Bold, we click on the letter **B** in the **Font toolbox** on the Home tab

-To style text in italics, we click on the "Funny" **I** in the F**ont toolbox** on the Home tab

-We can also Underline text by clicking on the letter **U** found in the **Font toolbox** on the Home tab

-Font size can be reduced or increased, using the Decrease or Increase Font Size tools respectively found in the F**ont toolbox.** Text color and background color can also be applied using this toolbox

-Text alignment, merging of cells, text orientation, text wrapping are options found in the Alignment toolbox on the Home tab

-Adding borders to cells can be done through the border option in the **Font toolbox**

-The **Format Painter** helps us to apply already existing formatting and styles to new cells.

-Less is more

Link to the YouTube Recording : https://www.youtube.com/watch?v=AS8on52dBuk

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