Day 22 - 90 days of Analytics: Importing Data to Excel

In today's first video, we looked at the several ways of importing data from external sources into Ms Excel

The following were mentioned

-To import data from external source, on the **Data** menu, we make use of the various options found in the **Get External Data** toolbox.

-Data can be imported from an Excel file, text or csv (comma separated value) file. Other formats exist but these three are the most common.

-The power query tool helps us to either transform the data before loading or loading the data directly into our worksheet.

-Data can also be imported from the web. For us to do that, we need to have the URL (Uniform Resource Locator) of the webpage having the data. The data should be in a tabular form.

Link to the YouTube Recording: https://www.youtube.com/watch?v=CUpEFBdVdz8

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Day 22 - 90 days of Analytics: Pivot Table Basics

In today's second and last video, we look at how we can use Pivot tables to manipulate data in Ms Excel

The following were mentioned

-Pivot tables help us to do exploratory data analysis (finding hidden pattern in data), descriptive analysis and more.

-A mastery of Pivot tables is recommended for data analysis with Ms Excel

-To create a pivot table, we select the range of cells containing the data we want to manipulate. Then we go to the **Insert** menu and in the **Table** toolbox, we select the **Pivot Table** option, apply our preferences and validate.

-**Warning**: Before creating a Pivot table, we should ensure that there is no column without a header in the range of selected cells.

-Pivot Tables can be created from tables, ranges of cells or from external sources.

-Pivot Tables work on the principle of drag and drop

-The **Value Field Settings** permits us to know the various possible calculations that may performed. They include Sum, Count, Average, Max, Min, Product and more.

-Charts can instantly be generated from Pivot Tables.

Link to the YouTube Recording: https://www.youtube.com/watch?v=FZR2_V9wJfA

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