Day 11 - 90 days of Analytics : Comments in Excel

In today's video, we saw how to insert, edit and delete comments in Ms Excel

The following were mentioned

-Comments help us to communicate with team members

-To insert a comment, we right click on the cell, then we select "**Inset Comment"** from the menu that appears, type our comment and validate by clicking out of the comment box.

-Cells with comments have a small red triangle at the top right them.

-Any time we hover on a cell with a comment, the comment pops up.

-To edit a comment on a cell, we right click on the cell and select "**Edit Comment"** from the menu that appears, adjust our preferences and validate by clicking out of the comment box. It should be noted that you can edit a comment on a cell that does not have one.

To delete a comment, we right click on the cell having the comment and select "**Delete Comment"** from the menu that appears. It should be noted that you can't delete a comment that was not previously set.

-The "**Show/Hide Comments"**, permit us to either permanently show the comment without hovering on the cell or hiding it, such that it appears when we hover to the cell.

Link to the YouTube Recording: https://www.youtube.com/watch?v=hvx7dYzh4IA

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Day 11 - 90 days of Analytics: Excel Charts

In today's second video, we saw how to generate chats as a function of data

The following were mentioned

-To create a chart, we first need to select the data, then we go to the "**Insert"** menu, and in the "**Charts"** toolbox, we select our preferences and validate.

-The "**Add Chart Element"** permit us to customise our charts. For example, adding title, axes and more to our chart.

-By clicking and dragging, we can select the range of cells containing data we want to display on our chart.

-Whenever we select an object, tools with respect to that object will always appear in the form of a menu. For charts, we have the **"Chart Tools"** which has the "**Design"** and "**Format"** menus.

-The **"Combo Chart"** permits us to have a secondary axis on the same chart which permits us to visualise multiple sets of data.

Link to the YouTube Recording: https://www.youtube.com/watch?v=Sfm_71shE-M

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