

Day 5 - 90 days of Analytics: Excel controversies

In the first video of the day, an analysis on the controversies of Ms Excel was made

The following aspects were mentioned

- Excel is not considered as a good skill because it can't go on production compared to python and others
- For beginners, Excel is a very good skill to have because It is drag and drop: No coding
- Excel can't manage large amounts of data (Big data)
- Whenever you go to a team, use what they use. Work is most of the time collaborative

In conclusion, Excel is good and it helps us(beginners) to get the basics even though it won't take us to production but it will get us thinking and get other skills in order to become a well-rounded analytic professional.

Link to the YouTube Recording : <https://www.youtube.com/watch?v=DXBSb6oJO1Y>

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Day 5 - 90 days of Analytics: The Excel interface

In the second video of the day, a presentation of the interface of Ms Excel was made

The following aspects were mentioned

- After launching the software, we choose **New** to create an empty **workbook**
- A workbook is made up of worksheets
- The quick access toolbar helps us to quickly access some tools and commands
- The title bar of the window holds the title of the workbook
- There exist tabs such as the File tab, Home tab, insert tab, page layout tab and more which contain ribbons
- The status bar gives the status of what you are currently doing
- The page view buttons permit us to switch across the various page views
- Shortcut for printing is Ctrl+P
- The zoom tool is used to either zoom in or zoom out on a worksheet
- Columns** in a worksheet are characterized by their letters while **Rows** are characterised by their numbers.

-A cell is the intersection of a column and a row and it is characterised by its **reference** which is the combination of its column letter followed by its row number. References of cells also help when writing formulae

-A range of cells is a combination of more than one cell.

-The formula bar permits us to easily write formulae and view them

Link to the YouTube Recording : <https://www.youtube.com/watch?v=haytYj-6Xog>

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Day 5 - 90 days of Analytics: Excel Basic Data Entry

In the third and last video of the day, we learned how to enter data in Ms Excel

The following aspects were mentioned

-To change the name of a worksheet, we just double click on it, edit then press the Enter key to validate the changes

-There exist five main ways to enter data in Ms Excel

- Selecting a cell and start typing
- Using the formula bar
- By method of copy and paste
- Using auto fill
- Importing data from external sources (from the web, from CSV files, ...)

In Excel, we have the concepts of being on a cell and in a cell.

- Being on the cell, anything you type, erases the previous content of the cell
- To be in a cell we need to double click on the cell to have access to the previous content then we can edit as per requirement

-Any time the Enter key is pressed while on/in one cell, the focus moves to the cell below it. If we want the focus to move up, then we use the combination of keys **Shift + Enter**. The **Tab** key takes us to the right and **Shift + Tab** take us to the left.

-Columns can be auto adjusted by selecting and double clicking.

-A new column can be inserted by right clicking on the column then chose the **insert** option from the menu that appears. The same procedure works for rows.

Link to the YouTube Recording : https://www.youtube.com/watch?v=IEi_Lauz0CI

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