Lesson content:

***1. Import text files into excel*:** when you ask for a dataset from example inventory it's usually in a text format which is not always well arranged

‌Import the file.txt by clicking on files in the new excel sheet then browse where the file is if you don't see it change file extension from all excel files to all files then pick on tabs and comas box since the values are separated by comas then click finish

***2. Formulas to split cells =LEFT=MID=RIGHT***

***3.VLOOKUP formula***

***4. IF formula***

***5. CONCATONATE formula***

***6. Pivot tables***

***7. Charts***

***8. Copy a results to a report in Microsoft***

Lets say you have a column with CAR ID.s eg FD06MTG001 if youwant to get the 1st two letters which are abbreviation of FORD in full we use =LEFT(text,num\_chars) i.e =left(A2,2)

Lookup table:

we want to find the full name of this car brands instead of FD to be FORD. Begin by taking specific abbreviations representing each car and on another column give them the full name just create this below the columns which were abbreviated i.e

CR Chrysler

HY Hundai

TY Toyota

HO Honda

GM General Motors

FD Ford

Highlight this and the go to DATA and sort and ensure they are sorted in ALPHABETICAL ORDER FOR IT TO WORK

Now introducing VLOOKUP() i.e vertical lookup: we going to look FD in the chart and put the word Ford (which is the full name in another column). Its going to look into a table vertically the words with letters FD then return second column which is FORD: =vlookup(lookupvalue(one row of the column containing abbreviation’s click on c2), table array(the ka small table we created for the abbreviations- highlight the whole of it),column\_index\_number(which column in that ka small table we created contains the full word FORD-Type the column number i.e 2) then close bracket). This vlookup helps in getting full names from abbreviations

NB/. On the ka small table ensure you use absolute referencing

=VLOOKUP(B2,B$57:C$62,2

=MID(): Used to pull letters/numbers from middle of the text

=mid(text\_start:this is where you want your value to be taken from, num-the number where your 1st letter begins from , char- number of letters/numbers you want to take from the 1st middle value to where you want)

CONCATENATE (): Combining fields i.e CONCATENATE(text1,text2,text3…)

CONCATENATE (B2,F2,D2,upper(left(J2,3)),right(A2,3))

We’ve selected the texts that we wanted to use according to how the boss wanted them, to be arranged. We use upper when we want the value selected to be in upper case and this values are selected on the leftmost of cell j2 having 3 letters/values. We use right when we select values from the furthest rightmost of A2 and selected only 3 letters/values