

# EMPLOYEE DATA ANALYSIS BY USING EXCEL

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# PROJECT TITLE

EMPLOYEE DATA ANALIYES USING BY EXCEL

# INTRODUCTION

OVERVIEW :

- \* IMPORTANCE OF DATA ANALYSES IN DECISION MAKING

EXCEL'S ROLE :

- \*WIDELY USED TOOL FOR DATA MANIPULATION AND ANALYSES

# KEY FEATURES OF EXCEL FOR DATA ANALIYES

## FUNCTIONS :

- \* SUM, AVERAGE, COUNT,IF,VLOOKUP, ETC

## DATA VISUALIZATION :

- \* CHARTS,GRAPHS AND POVIT TABLES

## DATA TOOLS :

- \* SORTING, FILTERING AND DATA VALITAION

# DATA CLEANING

IMPORTANCE :

- \* ENSURING DATA QUALITY BEFORE ANALYSES

TECHNIQUES :

- \* REMOVING DUPLICATES
- \* HANDLING MISSING VALUES
- \* TEXT FUNCTIONS ( TRIM, UPPER, LOWER )

# ANALYZING DATA WITH FORMULAS

BASIC ANALYSES :

- \* DESCRIPTIVE STATISTICS (MEAN, MODE, MEDIAN )
- \* CONDITIONAL CALCULATION

ADVANCED FUNCTIONS :

- \* NESTED FORMULAS
- \* ARRAY FUNCTIONS

# VISUALIZING DATA

TYPES OF VISUALS :

- \* BAR CHART

- \* PIE CHART

- \* LINE GRAPHS

CREATING PIVOT TABLES :

- \* SUMMARIZE LARGE DATA SETS EFFECTIVELY

# APPLICATION EXAMPLE

EXAMPLE SCENARIO :

- \* ANALYZING SALES DATA FOR TRENDS

DEMONSTRATION :

- \* SHOW HOW TO APPLY EXCEL TOOLS ON SAMPLE DATA SET



# BEST PRACTICES FOR DATA ANALYSIS

TIPS :

- \* ORGANIZE DATA IN TABLES
- \* KEEP RAW DATA INTACT AND CREATE SEPARATE ANALYSIS SHEET
- \* DOCUMENTS YOUR PROCESS FOR REPRODUCIBILITY

# CONCLUSION

SUMMARY :

- \* RECAP OF THE IMPORTANCE OF DATA ANALYSIS

FINAL THOUGHTS :

- \* ENCOURAGE CONTINUING TO EXPLORE EXCEL'S POWERFUL FEATURES