Ex DA skills checklist

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1. Data Cleaning and Preparation
2. Advanced Formulas and Functions
3. Pivot Tables and Pivot Charts
4. Data Visualization
5. Conditional Formatting
6. Data Validation
7. Power Query
8. Power Pivot
9. Macros and VBA
10. What-If Analysis
11. Data Importing and Exporting
12. Dashboard Creation
13. Statistical Analysis
14. Forecasting and Trend Analysis
15. Data Modeling

Here's a list of Excel Data Analytics skills:

1. Data Cleaning and Preparation

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Data Cleaning and Preparation is a crucial step in the data analytics process that involves transforming raw data into a clean and organized format suitable for analysis. This process ensures that the data is accurate, consistent, and free of errors, making it reliable for generating insights.

Key Steps in Data Cleaning and Preparation:

Here's a list of key steps in **Data Cleaning and Preparation**:

1. Removing Duplicates
2. Handling Missing Values
3. Correcting Errors
4. Standardizing Data
5. Data Transformation
6. Filtering and Sorting
7. Data Integration

1. **Removing Duplicates**: Identifying and deleting duplicate entries to ensure each data point is unique.

2. **Handling Missing Values**: Addressing gaps in the data by either filling in missing values (imputation) or removing incomplete records.

3. **Correcting Errors**: Fixing data entry errors, such as typos, incorrect formats, or outliers that could skew analysis.

4. **Standardizing Data**: Ensuring consistency in data formats, such as date formats, text case, or units of measurement.

5. **Data Transformation**: Converting data into the appropriate structure or format needed for analysis, such as normalizing or aggregating data.

6. **Filtering and Sorting**: Selecting relevant data subsets and organizing data to facilitate analysis.

7. **Data Integration**: Combining data from multiple sources to create a comprehensive dataset.

By performing these tasks, analysts ensure that the data is of high quality, which leads to more accurate and meaningful insights during the analysis phase.

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