

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 ANALYSES

FUNCTIONS :

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

DATA VISUALIZATION :

- * CHARTS, GRAPHS AND PIVOT TABLES

DATA TOOLS :

- * SORTING, FILTERING AND DATA VALIDATION

DATA CLEANING

IMPORTANCE :

- * ENSURING DATA QUALITY BEFORE ANALIYES

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