

Excel Data Analysis Workflow

① Data Loading & understanding

Review data structure

→ Column, Rows, Headers

Datatypes → Text, Number, Date

Identify inconsistency to fix later

② Data Cleaning

A. Data Cleaning.

Remove Extra spaces → Trim

Standardize text → Upper, Lower, Proper

Find text → Find | Search

Replace text → Substitute | Replace

Combine column → Concat / Textjoin

B. Data Fixing

Remove duplicate

Handle Blanks

C. Basic Quality Check

Sum, Count, Min, Max

Var, Std

③ Data preprocessing | Transformation

A. Logical Columns

If, Nested If, Ifs

And / Or / Not

B. Conditional Calculation

Sumif | Sumifs

Countif | Countifs

Averageif | Averageifs

C. Date Calculations

Today, Now

Datediff, Datevalue

Text

D. Lookup

Vlookup & Xlookup

④ Data Analysis & Dashboard Building

A. Pivot table / Pivot Data visual

B. Visualization:

Bar / Column

Line chart

Pie / Donut

Combo chart

C. Dashboard Design

Create KPI Boxes

Maintain Consistent Col

Add Slicer for Interactive

Add title, labels, legends.