

# 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 Build

#### A. Pivot table / Pivot Data visual

#### B. Visualization:

Bar / Column

Line chart

Pie / Donut

Combo chart

## C. Dashboard Desig

Create KPI Boxe

Maintain Consistent Col

Add slicer & interactive

Add title, labels, legends.