

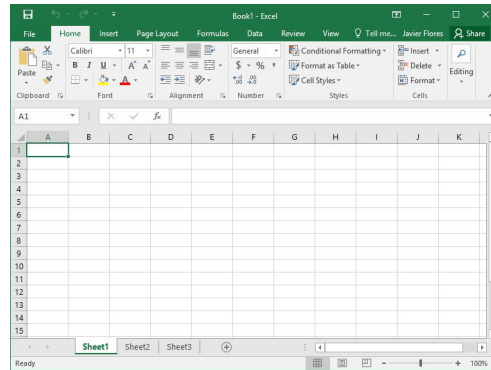
Introduction to Excel



Acciojob/ Excel

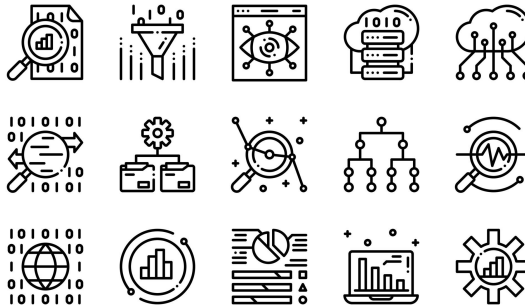
Introduction

- Excel is a widely recognized and versatile software tool that holds significant importance in the field of data analytics.
- With its robust features and user-friendly interface, Excel has become an integral part of data analysis, visualization, and reporting processes across industries.
- As businesses increasingly rely on data-driven insights to make informed decisions, Excel provides the necessary functionalities to handle and analyze vast amounts of data efficiently.



Data Analysis

- Excel offers a wide range of built-in functions and formulas that enable data analysis and calculations.
- Analysts can perform various statistical operations, such as sum, average, count, and standard deviation, using Excel's formulas.
- Excel's extensive library of functions allows for advanced calculations, including financial, mathematical, logical, and text-based operations.



Data Visualization

- Excel provides powerful visualization capabilities to represent data in a visually appealing and easily understandable manner.
- Analysts can create charts, graphs, and pivot tables within Excel to visualize patterns, trends, and relationships in the data.
- These visualizations enhance data comprehension, enabling stakeholders to grasp insights quickly and make informed decisions.



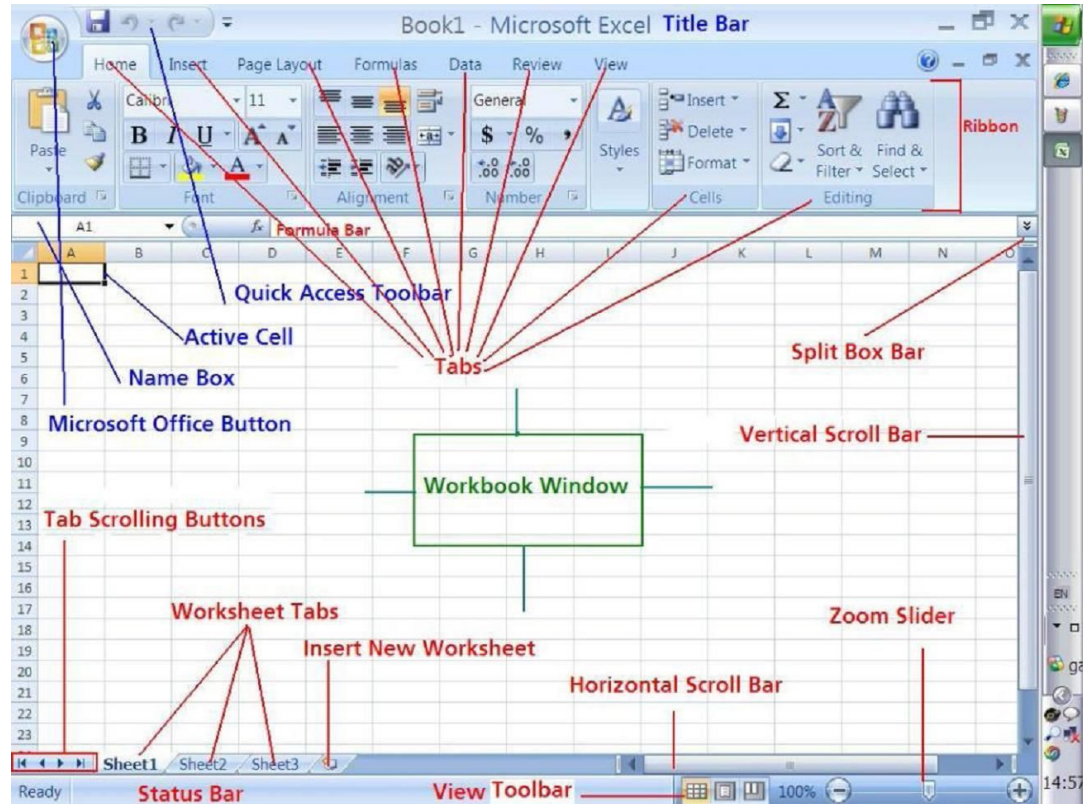
Industry Relevance

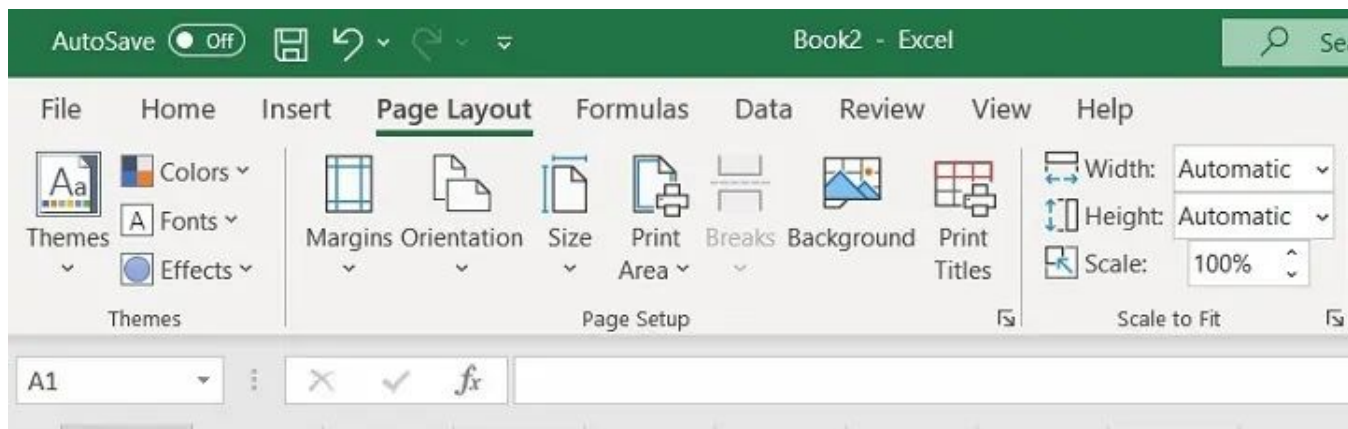
- Excel finds extensive usage across industries, including finance, marketing, human resources, supply chain management, and more.
- Financial analysts rely on Excel for budgeting, financial modeling, and forecasting.
- Marketers utilize Excel for campaign analysis, customer segmentation, and performance tracking.
- Human resources professionals leverage Excel for workforce analytics, employee data management, and payroll analysis.
- Excel's versatility and adaptability make it applicable to a wide range of industry-specific data analysis needs.

Week	Class	Module Name	Sub Module
Week-1	Class -1	Data Analytics	What is data, Why is it important, industry use cases
			General Tools
			Why Excel
	Class-2	Introduction to Excel	Introduction to the Excel
			Navigating and Selecting Cells
			Working with Rows, Columns, and Worksheets
			Entering and Editing Data
			Formatting Cells and Text
			Conditional formatting
			Format as table
			Cell styles
			Basic excel things
		Introduction to data	Introduction to data set
			Introduce the problem statement
			Understanding the data 1. Data granularity - Defining the two tables and column and entry - unique identifier 2. Data types 3. Intro to Filter - first show data without filter, emphasising on the

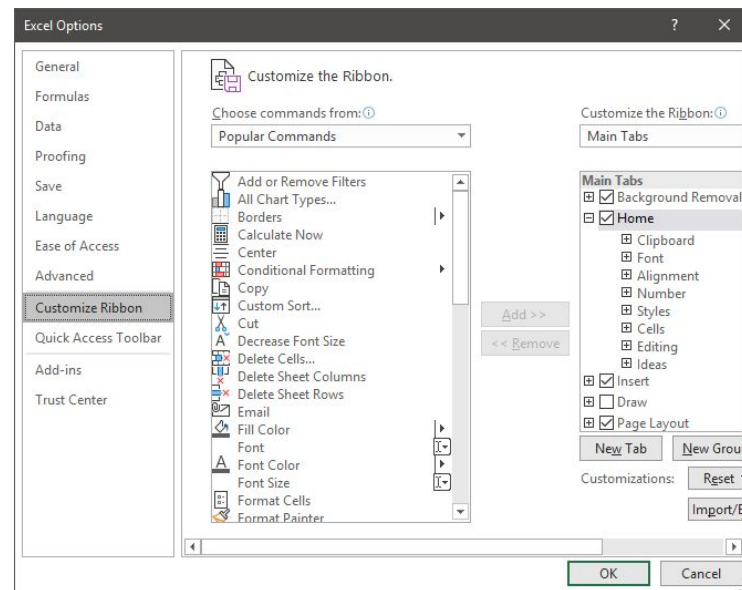
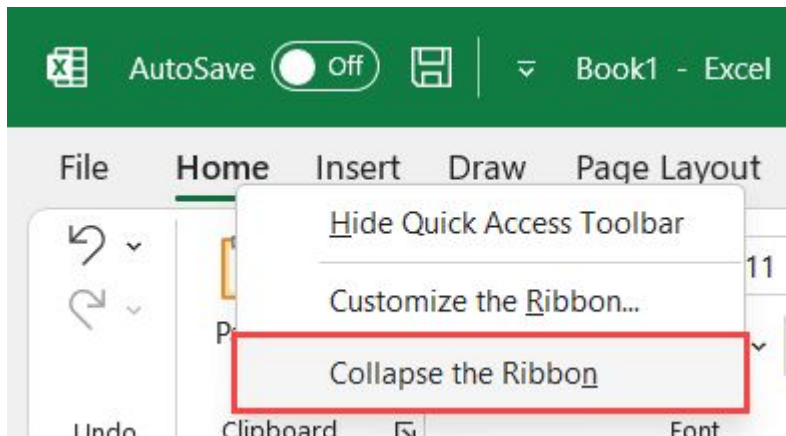
Excel Week-1

Introduction to Excel





Customize ribbons in Excel



Basic Excel Shortcuts

Useful Shortcut that will help you during the excel learning journey

<i>S No.</i>	<i>Actions</i>	<i>Shortcuts Keys</i>		
1	Select All	CTRL	A	
2	Copy	CTRL	C	
3	Paste (Single time)	ENTER		
4	Paste (Multiple times)	CTRL	V	
5	Cut	CTRL	X	
6	Undo	CTRL	Z	
7	Redo	CTRL	Y	
8	Apply Bold Format	CTRL	B	
9	Apply Italics Format	CTRL	I	
10	Underline the content	CTRL	U	
11	Apply Number format	CTRL	SHIFT	!
12	Apply Currency format	CTRL	SHIFT	\$
13	Apply Date format	CTRL	SHIFT	#
14	Find	CTRL	F	
15	Replace	CTRL	H	
16	Insert a New Sheet	SHIFT	F11	
17	Save	CTRL	S	
18	Save As		F12	
19	Close active Workbook	CTRL	W	
20	Create a new Workbook	CTRL	N	
21	Close active Workbook	CTRL	F4	

Basic Formatting

Basic formatting in Excel refers to the process of applying visual enhancements to cells, ranges, and worksheets to make data more readable and visually appealing.

Proper formatting not only improves the overall aesthetics of a spreadsheet but also helps in better data interpretation and analysis. Some Basic formatting are -

- Font Formatting
- Cell Formatting
- Conditional Formatting
- Worksheet Formatting