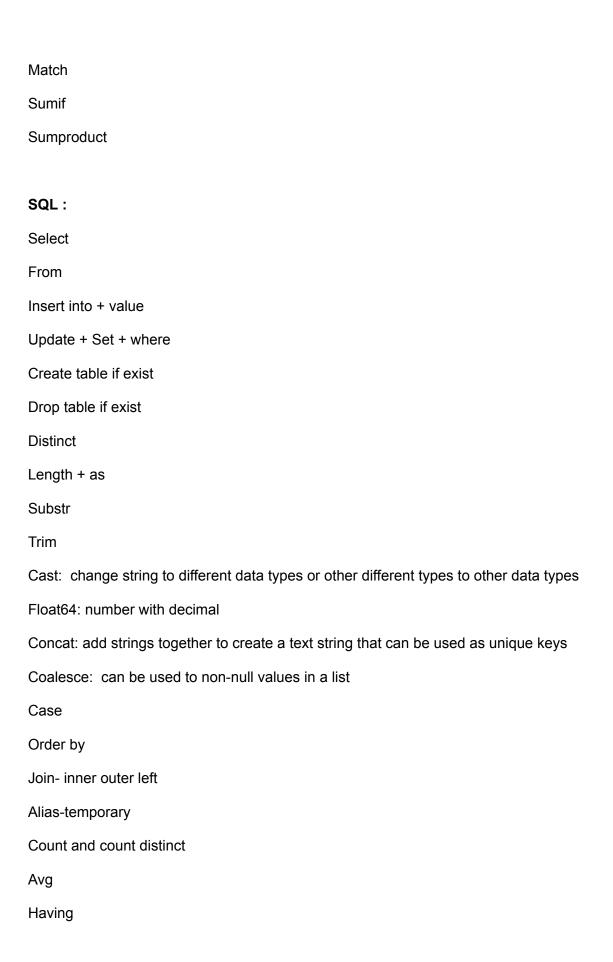
Average Operators: and, or, but, not (using if statements) Vlooup Dateif- how many days between two different dates Conditional formatting- change how cells appear Remove duplicate button Split- separate data into separate cells like first and last name and have to set delimter in some cases and helpful for fixing numbers classify as strings Countif- number of times a value appear in a range of cells Len- function that tells you the length of a text string by counting the number of characters Right and Left function: number of characters from the respective side Mid function - starts from the middle Concatnate function- joins two or more text strings Trim: removes leading, trailing, and repeating spaces in data Vlookup:certain value corresponding to a certain piece of information, "false is exact match" exclamation point is used to reference another sheet Sorting and filter: Pivot tables: Plotting to find outliers Data mapping Find and replace Sort: custom sort order

Data validation: create drop-down menus, check boxes, protecting structured formulas and data

Convert

lf

Value



Data portfolio tips: 1. Start with a summary page- conclusions, challenges, cool technique, what to do if more time persist

- 2. Explain where your data comes from and reference data sources clearly
- 3. Good techniques for a data analysis project. Acquisition: get data from sources in robust and error free manner. Preparation: data cleaning(removing null values), data maniupulation (convert into different types, create new features), high dimensional techniques such as machine learning. Analytics- maybe regression analysis and statical analysis. Visualizations-Summarize the complex data through charts and make it make sense.
- 4. Presenting to recruiters- easy to access like using github. Githib repositories or github pages. Linklin in the featured section of your profile
- 5. Blog or Vlog