

Average

Operators: and, or, but, not (using if statements)

Vlookup

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 delimiter 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

Concatenate 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

Convert

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

If

Value

Match

Sumif

Sumproduct

## **SQL :**

Select

From

Insert into + value

Update + Set + where

Create table if exist

Drop table if exist

Distinct

Length + as

Substr

Trim

Cast: change string to different data types or other different types to other data types

Float64: number with decimal

Concat: add strings together to create a text string that can be used as unique keys

Coalesce: can be used to non-null values in a list

Case

Order by

Join- inner outer left

Alias-temporary

Count and count distinct

Avg

Having

## Extract

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 manipulation (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. Github repositories or github pages. Linklin in the featured section of your profile

5. Blog or Vlog