

Before shaping your data, you need to visualize the final output, and ask yourself the following questions:

- How big is the dataset?
- What type of filtering is required to find the necessary information?
- How should the data be sorted?
- What type of calculations are needed?

There are several advantages to formatting your data as a table:

- Automatic calculations even when filtering
- Column headings never disappear
- Banded rows to make reading easier
- Tables will automatically expand when adding new rows

The most basic way of shaping your data is to sort and filter it:

- Sorting data helps you to organize it by a specified criteria, such as numerically, alphabetically, or chronologically.
- Filtering our data makes it easier to control what data is displayed and what is hidden, based on filtered fields.

Excel Functions:

- Functions in Excel are arranged into multiple categories; including mathematical, statistical, logical, financial, and date and time-based.
- Common functions for a data analyst include IF, IFS, COUNTIF, SUMIF, VLOOKUP, HLOOKUP