Spreadsheet

Advantages

* Once you have your formulas correctly written, you can be assured that your calculations are accurate, and that the calculations will be performed automatically for you.
* Spreadsheets also help keep your data organized and easily accessible.
* Your data can be easily formatted, filtered, and sorted to suit your needs.
* If you do make mistakes in your data entry or your calculations you can easily edit them, undo them, or use error-checking tools to help remedy those mistakes.
* And lastly, you can analyze data in spreadsheets, and create charts, graphs, and reports to help visualize your data analysis

Applications

* Data Entry and Storage, Comparing Large Datasets, Modelling and Planning, Charting, Identifying
* Trends, Flowcharts for Business Processes, Tracking Business Sales, Financial Forecasting,
* Statistical Analysis, Profit and Loss Accounting, Budgeting, Forensic Auditing, Payroll and
* Tax Reporting, Invoicing, and Scheduling.
* And away from the business side of things, other typical uses include Personal Expenses,
* Household Budgeting, Recipe library, Fitness Tracking, Calorie Counting & Weight Monitoring,
* Sports Leagues such as Fantasy Football, Cataloging Music Libraries, and even Contact Lists, Shopping
* Lists and Christmas Card Lists.

As a Data Analyst, you can use spreadsheets as a tool for your data analysis tasks, including: Collecting and harvesting data from one or more distributed and different sources. Cleaning data to remove duplicates, inaccuracies, errors, and resolve missing values to improve the quality of the data. Analyzing data by filtering, sorting, and interpreting it to determine what useful information can be leaned from it. And visualizing data, to help you tell a story about your data analysis findings to key business stakeholders and any other interested parties within your organization.