**Orientation: Excel 101**

* Trim() = remove unnecessary white spaces
* Proper() = capitalize
* Col1 & " " & col2 = adding text
* IF (Len(col)=5, Text(col, "#####"), IF(Len(4), Text(col, "0####"))) = Zip code (5 digits) missing 0 = no of digits handling
* right after @ = Right(col, len(col) - Find("@", col))
* left before @ = Left(col, Find("@", col))
* Substitute(col, " subs element", " subs with", num of subs element appeared) = USA num ex: 100 - 200 | 300   
  = SUBSTITUTE(Q2, "-", "|", 2)
* Right() = Right(col, [no of indexs needed])
* Left() = Left(col, [no of indexs needed])
* Mid() = Mid(col, [start from], [no of indexs needed])

**Live Class 3: Hotel Management**

* Clearing cells where Night = 0 and revenue is also 0. that means customer didn't stayed there.
* Cntrl + T = converts the file data into Table format which helps to analyse formating ezily and clicking change range converts to the previous mode.
* while staying Design tab select full column where I will use conditional format like coloring. Then move to Home tab and do conditional formating. It will help to not face error like  
   "We cant make this change for the selected cells because it will affect a PivotTable. Use the field list to change the report. If u are trying to insert or delete cells, move the pivot table and try again."
* For categorical data like cancellation(0/1), Percentage is better to visualize data.
* For working with "booking Id" calculate by changing values type to "Count". This helps to see Unique users data by avoiding duplicates.
* For days data, age data or numerical data with huge range, we use vinning or grouping data. It helps us to visualize effectively.

**Project Dengu Dataset Bd:**

* Formula: =COUNTA(UNIQUE(dengu\_dataset\_bd!F2:F1001))
* Unique() to find the unique element of that column and CountA() used to count all the unique text values. And if it was numbers then we could used just Count().