Title: Fundamentals of Spreadsheets & Data Presentations **Date:** February 13th, 2024

Topic: Lesson Introduction **Continued from:**

Tables & Limited Datasets

	Notes
Table	A container within an Excel worksheet that can be used to easily store, edit, and format data.
Executives' interest in understanding media	Executives seek to exploit industry trends and understand consumer behavior, particularly in media consumption.
Tasked with organizing and making sense of a large dataset	An intern with Excel experience is tasked to organize and analyze a dataset on industry revenues since the year 2010.
Simplifying data storage and presentation with tables in Excel	Excel tables offer a convenient way to store, edit, and format data, simplifying data management and presentation.

Summary

Executives have a major interest in understanding consumption trends, in this case, for the music industry. The task for the intern involves organizing a dataset using Excel tables, which offer simplicity and efficiency in data storage and presentation.

Title: Fundamentals of Spreadsheets & Data Presentations **Date:** February 13th, 2024

Topic: Lesson 3.1.1: Purpose of Tables & End Goals **Continued from:** _____

Purpose of tables

	Notes
Data tables	A "what-if" analysis feature.
Pivot tables	A tool for analyzing data in an Excel workbook.
Banded formatting	Rows alternate having a background fill color and having no fill color.
Table heading	Formatted with a dark background color and light bolded text.
Table color style themes	Tables are part of the same color style themes so that the headers and banded rows complement each other and are visually appealing to the reader.
Using Excel Tables	Excel tables offer distinct advantages over storing data in individual cells.
Formatting Data	Formatting data in tables is automatic, saving time and enhancing visual appeal.
Navigating Data	Navigating through large datasets is made easier with table formatting and persistent column headings.
Sorting and Filtering Data	Tables simplify sorting and filtering data with drop-down menus for each column.
Adding New Data	Adding new data rows and columns to tables is straightforward and results in automatic formatting adjustments.
Summarizing Data	Tables facilitate quick and easy data summarization with options such as total rows for calculations.

Summary

In Excel, tables serve the purpose of efficiently managing and presenting related data. They offer several advantages, including automatic formatting, simplified navigation through datasets, easy sorting and filtering options, straightforward addition of new data, and quick summarization capabilities. Utilizing tables enhances the visual appeal, organization, and usability of data in Excel workbooks.

Title: Fundamentals of Spreadsheets & Data Presentations **Date:** February 13th, 2024

Topic: Lesson 3.1.2: How to Create Tables **Continued from:** _____

How are tables created?	Notes
Calculated Column	Is a column in an Excel table in which a calculation is created in any of the cells and then automatically applied to all the cells in that column.
Total Row	Is a row added to a table that automatically displays the sum of values in a column. Users can format the row to display other functions.
Custom Sort	A sorting feature that allows users to sort the data in a table by more than one field at a time.
Table Filters	A feature that allows users to display table rows based on values in a specific column.
Table design tab	Is where the Table Styles menu group is located to format a table. You will need to select an empty cell within the table to add a Total Row.
Table elements	Excel tables have four basic parts: • Column Headings: Describe data in columns. • Banded Data Rows: Enhance readability. • Calculated Columns: Automate calculations. • Total Row: Summarizes table data.

Summary

Title: Fundamentals of Spreadsheets & Data Presentations **Date:** February 13th, 2024

Topic: Lesson 3.1.2: How to Create Tables **Continued from:** Lesson 3.1.2

How are tables created?

Notes

Create Excel Tables

Creating Tables:

- Select a cell within the data range.
- Navigate to the Home tab, click Format, then Format as Table.
- Confirm the range and header labels.

Adding and Modifying Data in Tables

Adding and Modifying Data:

- Add Rows/Columns: Select adjacent cells, type data.
- Formulas: Apply to cells for automatic calculation.
- Deleting Rows/Columns: Select cells, use Delete option.

Formatting Tables

Formatting Tables:

- Automatic Formatting: Choose from predefined styles.
- Custom Formatting: Apply manual formatting to cells.
- Color Themes: Coordinate headings with banded rows.

Sorting and Filtering Data in Tables

Sorting and Filtering Data:

- Sorting: Rearrange data based on column values.
- Filtering: Display rows based on specific criteria.
- Clearing Filters: Remove filtering to show all data.

Summary

Excel tables simplify data organization. Understanding their elements, formatting options, and manipulation techniques enhances data management efficiency. Sorting and filtering functionalities further streamline data analysis and presentation.

Title: Fundamentals of Spreadsheets & Data Presentations **Date:** February 14th, 2024

Topic: Lesson 3.2.0: Lesson Introduction **Continued from:** Introduction

Create PivotTables

	Notes
Date	An option in the Number Format drop-down menu that defines a number as a date, which can be formatted in various ways.
Time	An option in the Number Format drop-down menu that defines a number as a specific time of day.
Percentage	An option in the Number Format drop-down menu that defines a number as a percent.
Wrap text	An icon in the Alignment group of the Home menu that, when selected, spans or "wraps" the content of a cell across multiple lines within the same cell so that all content is showing.
Borders	An icon in the Font group of the Home menu that, when selected, gives multiple options to add lines, or "borders," to one or more sides of a cell.

Summary

Type

Title: Fundamentals of Spreadsheets & Data Presentations **Date:** February 14th, 2024

Topic: Lesson 3.2.1: Introduction to PivotTables **Continued from:** _____

Why PivotTables?

Notes

Quantitative data	The elements of a dataset that are measured. It makes sense to perform calculations (e.g., sum, average, or count) on quantitative data.
Qualitative data	Labels or descriptions of the data in a dataset.
PivotTable	A table that recognizes and summarizes data from a more complex table based on one or more categories.
Measure	The part of a calculation to which an algorithm is applied (e.g., Revenue.)
Algorithm	The part of a calculation that is applied to the measure (e.g., Revenue.)

Topic

Type

Summary

Title: Fundamentals of Spreadsheets & Data Presentations **Date:** February 14th, 2024

Topic: *Lesson 3.2.1: Introduction to PivotTables* **Continued from:**

Why PivotTables?

Notes

Topic

Type

Summary

Please structure and format the lesson chapter below into the Cornell's Note-taking format,

1. `Key Points` aligned to the left and are titles only
2. Notes` aligned to the right of `Key Points,` will associate and be equal in quantity with the `Key Points` only
3. `Summary` is aligned at the bottom below `Key Points` and `Notes.` from all the Parts Received.

Title: Fundamentals of Spreadsheets & Data Presentations **Date:** February 14th, 2024

Topic: Lesson 3.2.2: Creating Pivot Tables **Continued from:**

How PivotTables are Created in Excel?	Notes
Filters	An element of a PivotTable that screens the data as they are placed in the PivotTable.
Columns	An element of a PivotTable that defines how source data will be categorized in a column.
Rows	An element of a PivotTable that defines how source data will be categorized in a row.
Values	An element of a PivotTable that defines which data will be displayed.
Topic	Type

Summary

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Title: Fundamentals of Spreadsheets & Data Presentations **Date:** February 14th, 2024

Topic: *Lesson 3.2.3: How to Manipulate & Interpret Data* **Continued from:** _____

Manipulate PivotTables

Notes

Sum	A function or PivotTable Value Field setting that adds values.
Count	A function or PivotTable Value Field setting that displays the number of different values.
Average	A function or PivotTable Value Field setting that displays the average of values.
Max	A function or PivotTable Value Field setting that displays the largest value.
Min	A function or PivotTable Value Field setting that displays the smallest value.
Product	A function or PivotTable Field Value setting that multiplies a set of values.
Count Numbers	A PivotTable Value Field setting that displays the number of numbers from a set of values.
Standard Deviation	A PivotTable Value Field setting that displays the amount of variation or dispersion of a set of values.
Standard Deviation Population	A PivotTable Value Field setting that displays the spread of the data distribution of a set of values.
Variance	A PivotTable Value Field setting that displays a measurement of the spread between numbers of a set of values.
Variance Population	A PivotTable Value Field setting that displays a measurement of how data points are spread out in a set of values.

Summary

Title: Fundamentals of Spreadsheets & Data Presentations **Date:** February 14th, 2024

Topic: *Lesson 3.2.3: How to Manipulate & Interpret Data* **Continued from:** _____

Manipulate PivotTables

Notes

Topic

Type

Summary