

DAY 2 NOTES – DATA ANALYTICS (EXCEL)

Topics Covered:

1. Conditional Formulas (IF, AND, OR)
2. Text Functions (LEFT, RIGHT, MID, LEN, TRIM)
3. Data Cleaning Tasks

1. CONDITIONAL FORMULAS

IF:

=IF(condition, value_if_true, value_if_false)

Example:

=IF(A2>=35, "Pass", "Fail")

IF + AND:

=IF(AND(condition1, condition2), value_if_true, value_if_false)

Example:

=IF(AND(A2>=35, B2>=75), "Pass", "Fail")

IF + OR:

=IF(OR(condition1, condition2), value_if_true, value_if_false)

Example:

=IF(OR(A2>=90, B2>=90), "Award", "No Award")

2. TEXT FUNCTIONS

LEFT(text, num_chars):

=LEFT(A2, 3)

RIGHT(text, num_chars):

=RIGHT(A2, 4)

MID(text, start, num_chars):

=MID(A2, 2, 3)

LEN(text):

=LEN(A2)

TRIM(text):

=TRIM(A2)

3. DATA CLEANING TASKS

Messy Data Columns:
Name, Phone, Code

Task 1: Clean Name
=TRIM(A2)

Task 2: Extract Last 10 Digits of Phone
=RIGHT(TRIM(SUBSTITUTE(B2," ","")),10)

Task 3: Extract Code Prefix
=LEFT(C2, 2)

Task 4: Extract Code Number
=MID(C2, 4, 4)

Task 5: Extract Code Suffix
=RIGHT(C2, 2)

Expected Output:
Clean Name | Phone | Prefix | Number | Suffix

End of Day 2 Notes.