

## 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
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### 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")

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### 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)

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### 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)`

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

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End of Day 2 Notes.