

Day 1 – Excel Basics & Fundamental Formulas

What I Learned Today

- Introduction to Excel interface (Ribbon, Formula Bar, Name Box, Cells)
- Understanding Excel data types: Number, Text, Date/Time, Boolean
- Writing basic formulas in Excel using '='
- Using SUM, AVERAGE, COUNT, MAX, MIN
- Creating simple summary tables

Excel Data Types

- Number (e.g., 120, 45.5)
- Text (e.g., Apple, Hyderabad)
- Date/Time (e.g., 12/05/2024, 10:30 AM)
- Boolean (TRUE/FALSE)

Basic Excel Formulas

- SUM → =SUM(B2:B5)
- AVERAGE → =AVERAGE(B2:B5)
- COUNT → =COUNT(B2:B5)
- MAX → =MAX(B2:B5)
- MIN → =MIN(B2:B5)

Practice Task Completed

Product Sales Table and formulas for:

- Total Sales
- Average Sales
- Highest Sale
- Lowest Sale

- Count of Products

Extra Task Completed: Employee Salary Summary

Formulas used:

- Total Salary → `=SUM(B2:B6)`
- Average Salary → `=AVERAGE(B2:B6)`
- Highest Salary → `=MAX(B2:B6)`
- Lowest Salary → `=MIN(B2:B6)`
- Bonus Calculation → `=B2*0.10`
- Total After Bonus → `=B2 + C2`

Key Takeaways

- Excel formulas auto-update dynamically
- Basic formulas form the core of analytics
- Understanding data types improves accuracy