

Other functions in Excel

INTRODUCTION TO EXCEL



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Function categories

Inside Scope

- Text
- Date & Time
- Maths & Trig
- Statistical

Outside Scope

- Financial
- Logical
- Lookup References
- Engineering
- Cube
- Information
- Web
- Compatibility

Text

LEFT()

- *Syntax:* LEFT(text, [num_chars])
- *Description:* returns the first character(s) in a string based on the specified number of characters
- *Example:* LEFT("DataCamp", 4) > Data

RIGHT()

- *Syntax:* RIGHT(text, [num_chars])
- *Description:* returns the last character(s) in a string based on the specified number of characters
- *Example:* RIGHT("DataCamp", 4) > Camp

Text

UPPER()

- *Syntax:* UPPER(text)
- *Description:* converts string to uppercase
- *Example:* UPPER("DataCamp") > DATA CAMP

LOWER()

- *Syntax:* LOWER(text)
- *Description:* converts string to lowercase
- *Example:* LOWER("DataCamp") > datacamp

Date & Time

DATE()

- *Syntax:* DATE(year, month, day)
- *Description:* returns a sequential serial number that represents a particular date

Year	2020
Month	10
Day	31



=DATE(year, month, day)

=DATE(2020, 10, 31)

- *Example:* DATE(2020, 10, 31) = 2020/10/31

Date & Time

- `DAY()`
 - *Syntax:* `DAY(<serial_number>)` .
 - *Example:* `DAY(<serial_number>)` .
 - *Description:* returns the day of a corresponding date as integer
- `YEAR()`
 - *Syntax:* `YEAR(serial_number)`
 - *Description:* returns the year to a corresponding date as an integer

Maths & Trig

- `ROUND()`
 - *Syntax:* `ROUND(number, num_digits)`
 - *Description:* returns a number rounded to a specified number of digits
 - *Example:* `=ROUND(-1.475, 2)` = -1.48
- `ABS()`
 - *Syntax:* `ABS(number)`
 - *Description:* returns the absolute value of a number without it's sign
 - *Example:* `ABS(-2)` = 2
- `SUM()`

Statistical

- `AVERAGE()`
- `COUNT()`
- `MIN()`
- `MAX()`

Let's practice!

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Applying formatting functions

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Instructor

Let's practice!

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Visualizing data in Excel

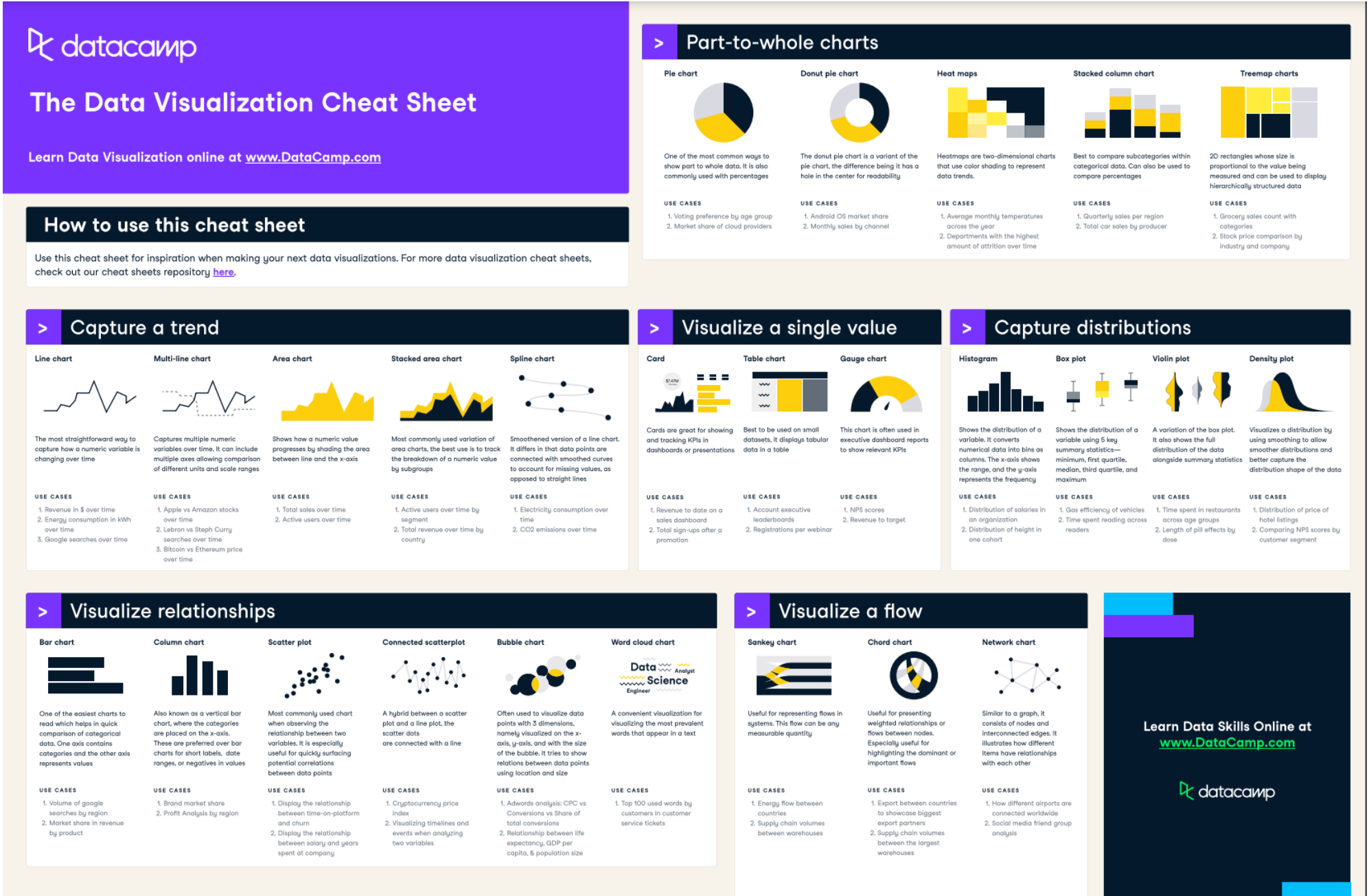
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Data visualization cheat sheet



¹ <https://www.datacamp.com/cheat-sheet/data-viz-cheat-sheet>

What is data visualization?

Graphical representation of data using charts, graphs, and other visual tools

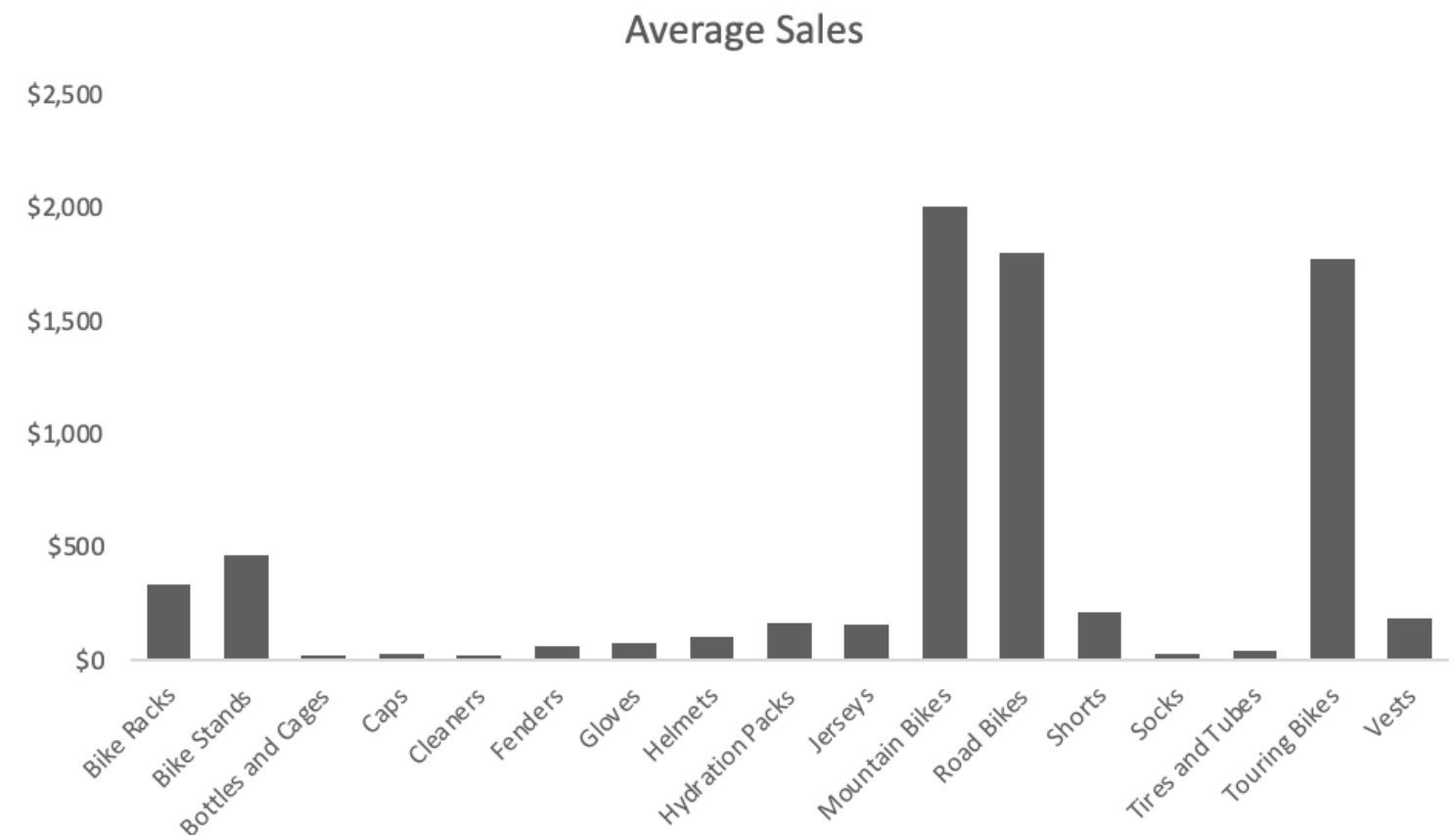
- Presentation of (complex) data:
 - Identify trends
 - Discover outliers
- Enhances understanding and retention of information
- Critical part of the decision-making process in data-driven organizations



Excel for data visualization

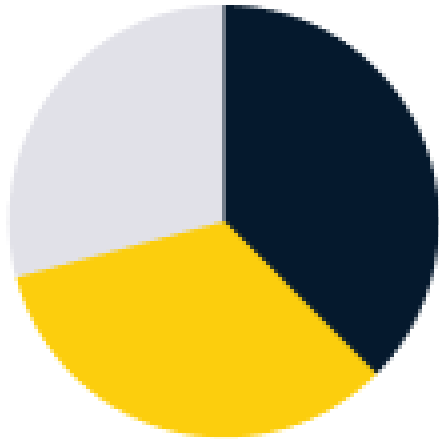
Offers a wide variety of ways to visualize your data:

- Simple 2D charts to complex 3D models
- Customization options including:
 - Legends
 - Styles
 - Labels
 - Color schemes



Visualization options

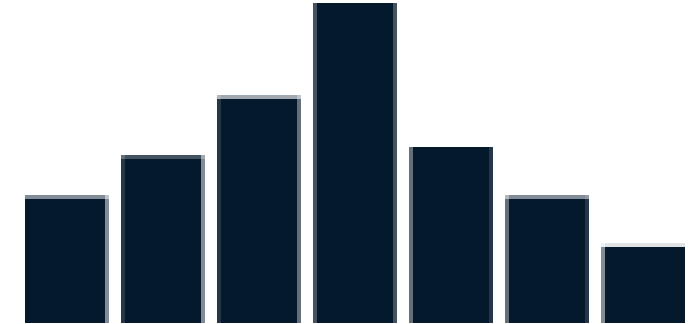
Pie chart



Bar chart



Histogram



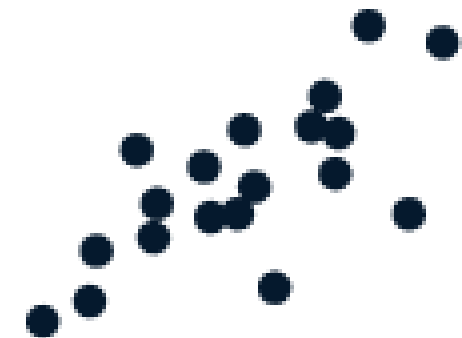
Line chart



Area chart



Scatter plot

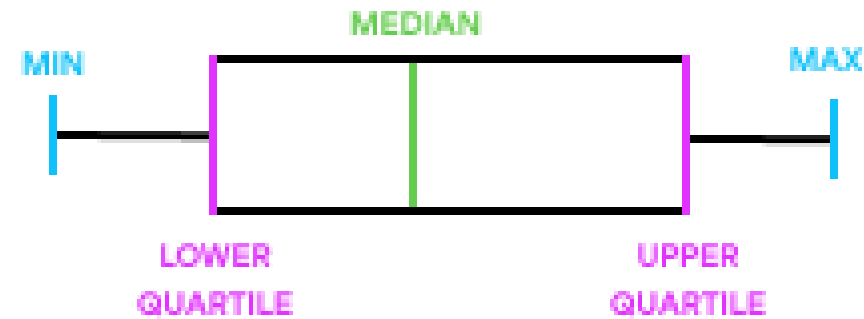


Visualization options

Treemaps



Box & Whiskers



Waterfall



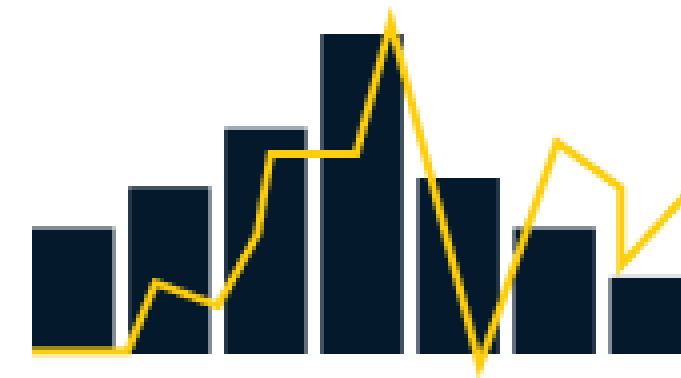
Radar chart



Maps



Combination charts



Let's test your skills!

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How to visualize data

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Let's practice!

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Congratulations!

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Chapter 1



Getting started with Excel

Familiarized yourself with Excel

- Learned how to navigate Excel and understand all the different use cases.
- How to add data to workbooks
- Creating basic formulas

Working with tables

- Created tables
- Utilized structured cell references
- Filtered and sorted data
- Formatted cells



Chapter 2



Managing data and applying aggregate functions

Managing data

- How to create and reference named ranges
- Creating custom number formats and applying data validation rules
- How to group data and summarize in subtotals and totals
- Create and manage conditional formatting rules



Applying aggregate functions

- Understand how formulas apply the order of operations
- Summarize data with SUM, COUNT, AVERAGE etc.



Chapter 3



Other functions and visualizing data

Other functions



- Understand all the available function categories
- Introducing:
 - Text
 - Date & Time
 - Math & Trig

Visualizing data



- Understand what options are available in Excel
- How to visualize categories, parts of a whole and trends

Become an Excel master!

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