

# Excel Lab 2: Summary

## *Startup Checklist*

### Descriptive Analytics Part 1: Expense Tracker

- ☐ 1. Create an Excel Workbook file and copy the information into a Table
- ☐ 2. View and clean the data
  - ☐ a. Do any Cell Ranges need their “Cell Display Format” changed?
  - ☐ b. Resize the Table as needed
  - ☐ c. Set Table style to most readable (for you)
- ☐ 3. What field is missing to determine what our available savings are? Add it and set its type.
- ☐ 4. We will calculate the values using the Formula Bar and Simple Math w/Cell referenced variables
- ☐ 5. You will add 2 more columns (Gains, Losses) and calculate their values

### Descriptive Analytics Part 2: The Year

- ☐ 1. Ensure you can: reference a cell in a formula and complete basic math
- ☐ 2. Determine: Are we in the red (negative savings) or black (positive savings) and what the “break even” point is?
- ☐ 3. Determine: if we are doing well (over a paycheck average in savings) or poorly (less than) so far this year?
- ☐ 4. Analyze (Hypothesis): What trends to you see in the data that might be time based (monthly, certain seasons, certain months)?
- ☐ 5. Analyze: Recommend based on Descriptive Analytics
  - ☐ a. Any changes to bill due dates that you feel will benefit the person
  - ☐ b. What category should be investigated more in the diagnostic phase? (why?)
  - ☐ c. Based on the amount of savings 2014 to 2019 – how are we doing as of 11/01?