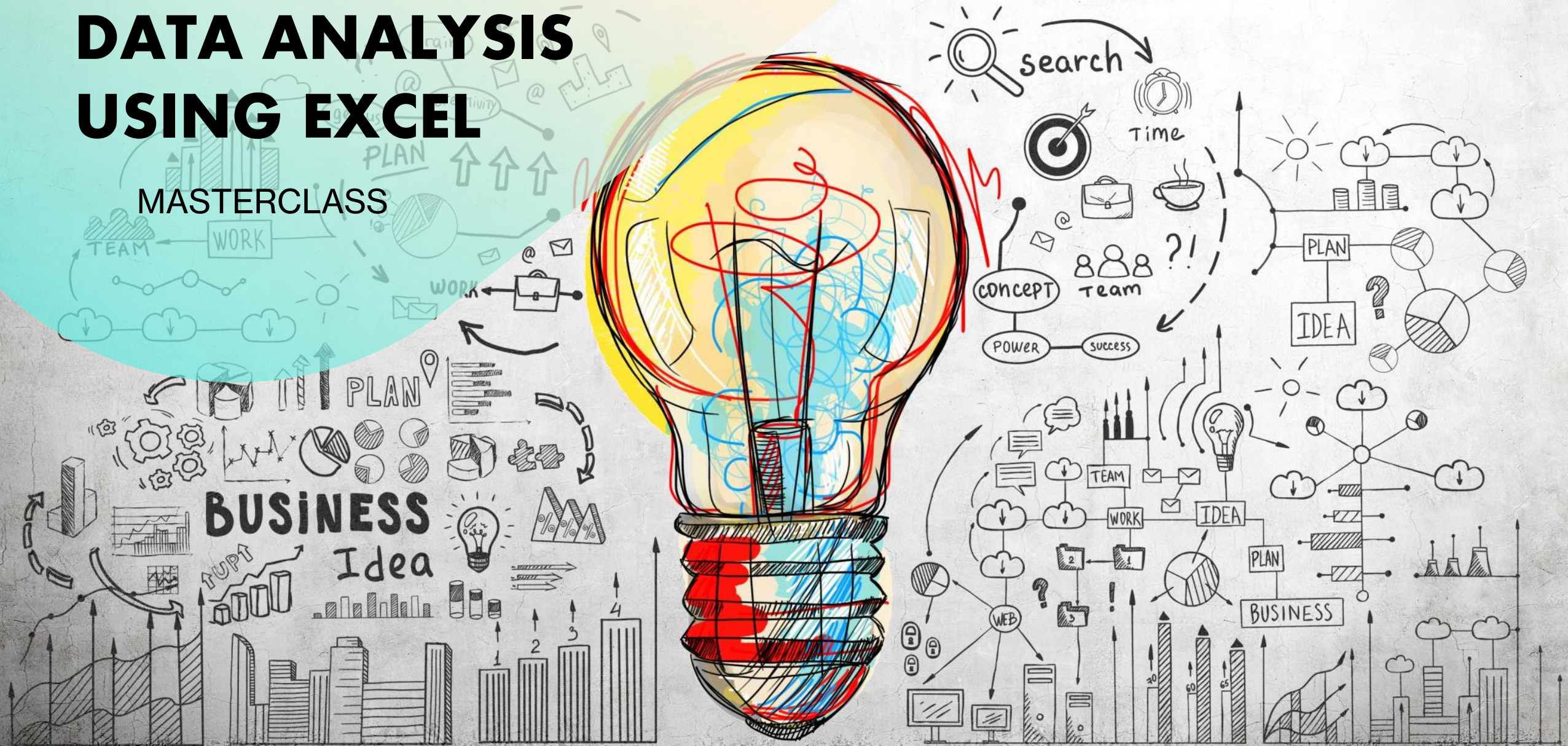


# DATA ANALYSIS USING EXCEL

MASTERCLASS





# Introduction of Excel

**What is Microsoft Excel?**

**What is a Workbook in Excel?**

**What is a Worksheet?**

**What are Rows in Excel?**

**What are Columns in Excel?**

**What is a Cell?**

**What is the Cell Address?**

**What is a Formula in Excel?**

**What are Functions in Excel?**

**What is a Range in Excel?**



## **What is Microsoft Excel?**

A spreadsheet program used for data entry, calculation, analysis, and visualization.

## **What is a Workbook in Excel?**

A file containing multiple worksheets.

## **What is a Worksheet?**

A single spreadsheet within a workbook where data is entered and manipulated.

## **What are Rows in Excel?**

Horizontal lines of cells in a worksheet, identified by numbers (e.g., Row 1, Row 2).

## **What are Columns in Excel?**

Vertical lines of cells in a worksheet, identified by letters (e.g., Column A, Column B).

## **What is a Cell?**

The intersection of a row and a column, identified by a cell address (e.g., A1, B2).

## **What is the Cell Address?**

A unique identifier for each cell, combining the column letter and row number (e.g., A1).

## **What is a Formula in Excel?**

A mathematical equation entered into a cell to perform calculations (e.g., =A1+B1).

## **What are Functions in Excel?**

Predefined formulas in Excel for specific calculations (e.g., SUM, AVERAGE, IF).

## **What is a Range in Excel?**

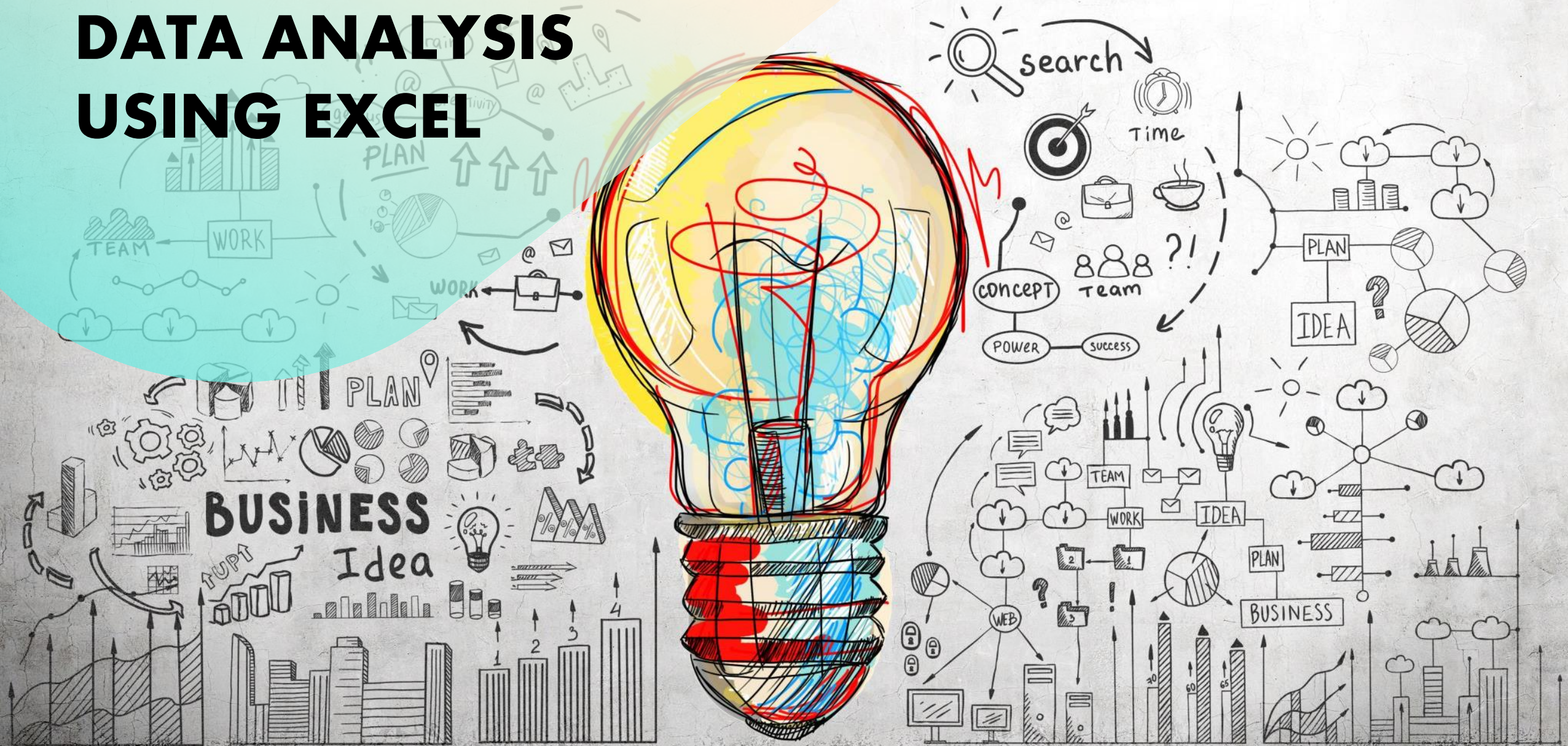
A selection of two or more cells, defined by their starting and ending cell addresses (e.g., A1:A10).





## CHAPTER 2

# DATA ANALYSIS USING EXCEL





# Goal: Learn data entry, formatting, and basic formulas.



Autofill Employee IDs and names for additional rows.



Format the "Salary" column with **Currency** style.



Apply Borders and Alignments style



Change date format to – DD-MM- YYYY



Inserting and deleting additional rows or Columns



Applying Basic formulas in Excel



Use **Conditional Formatting** to highlight salaries above ₹75,000.

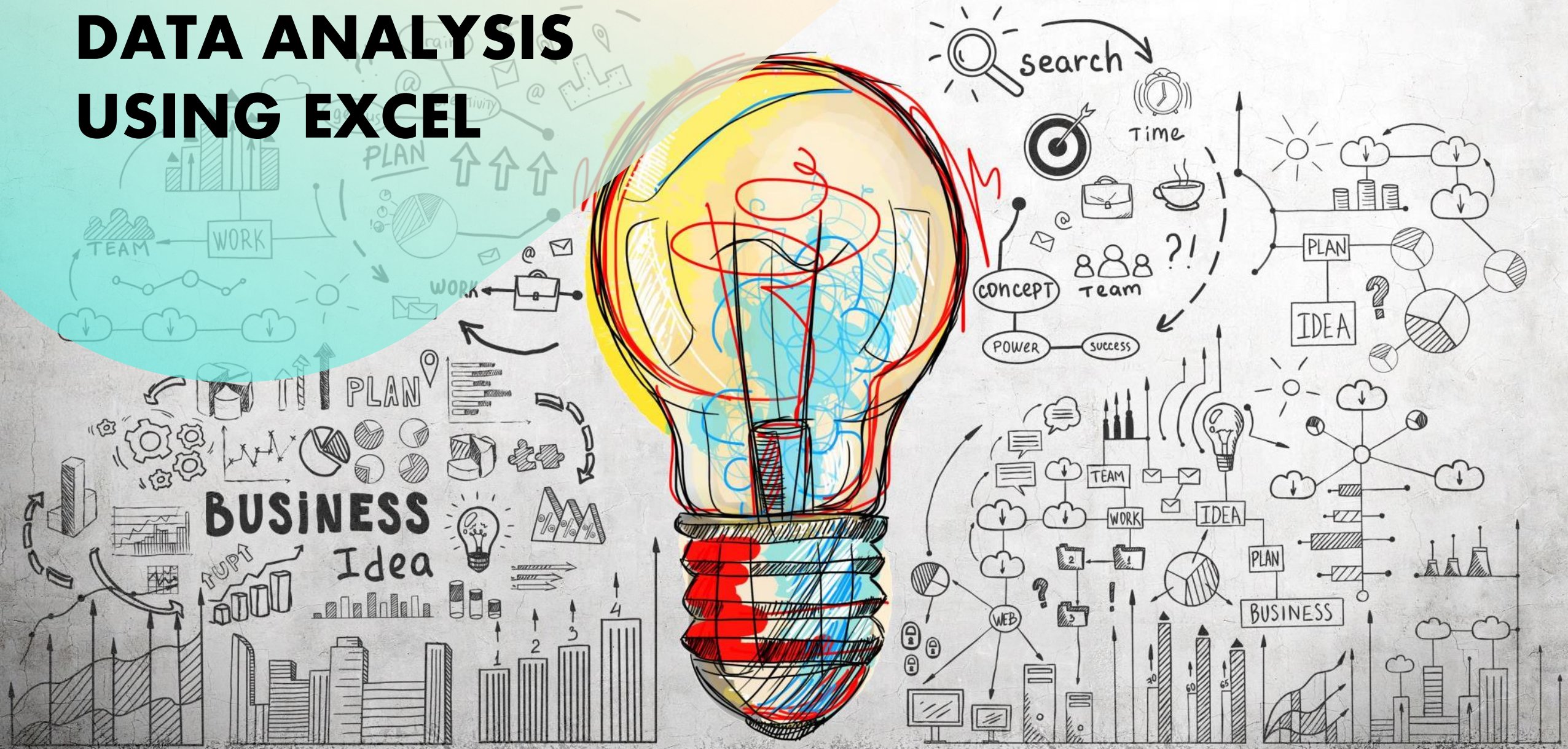


Use Advance **Conditional Formatting** with Formula – Highlight all the Sales Department records



## CHAPTER 3

# DATA ANALYSIS USING EXCEL





# Data Cleaning and Preparation

**Remove  
duplicates**

**Remove  
Blank  
Rows**

**Remove  
blank  
spaces**

**Change  
Case  
Using  
Formula**

**Fix  
negative  
stock  
values**

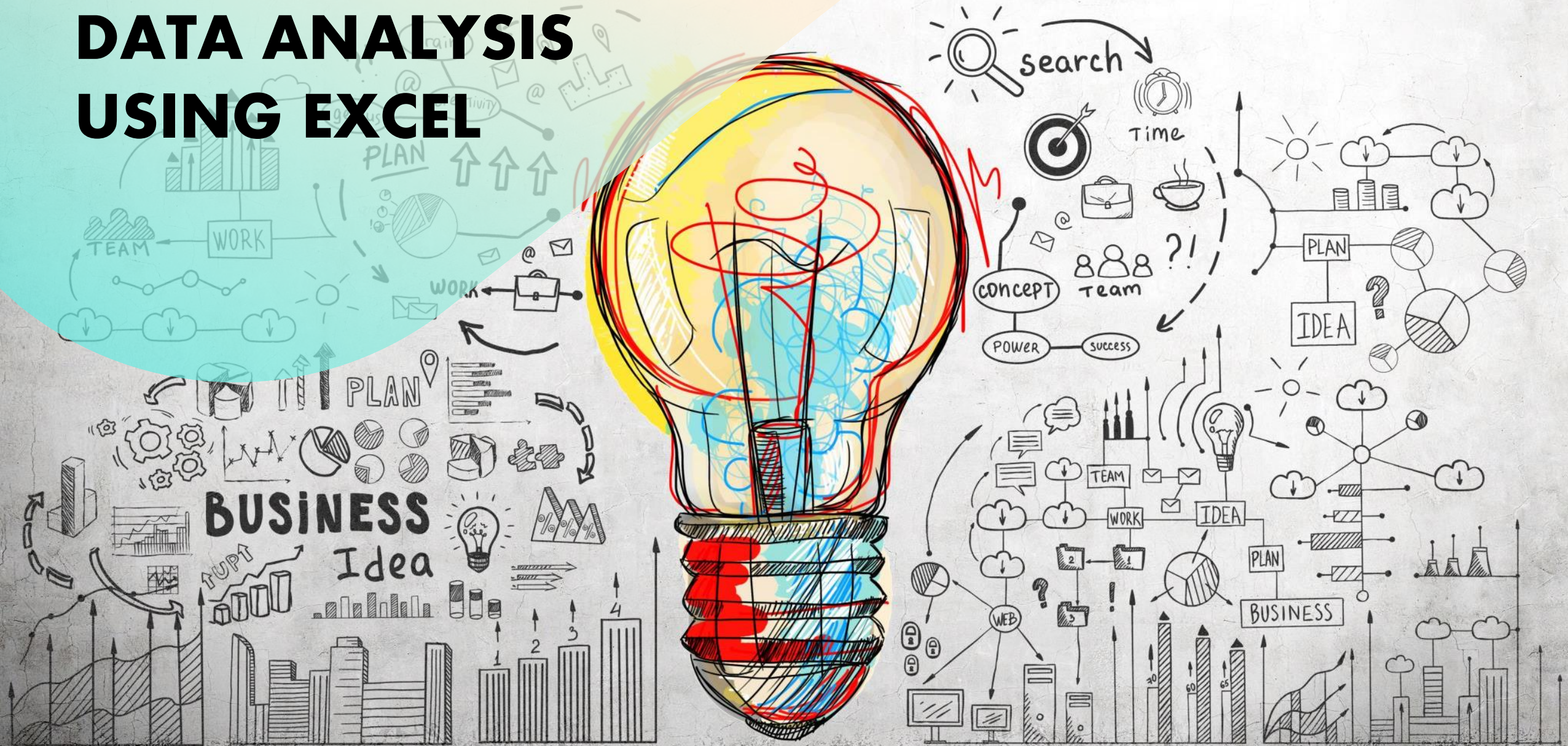
**Split data**

**Data  
validation**



## CHAPTER 4

# DATA ANALYSIS USING EXCEL





# Logical Functions

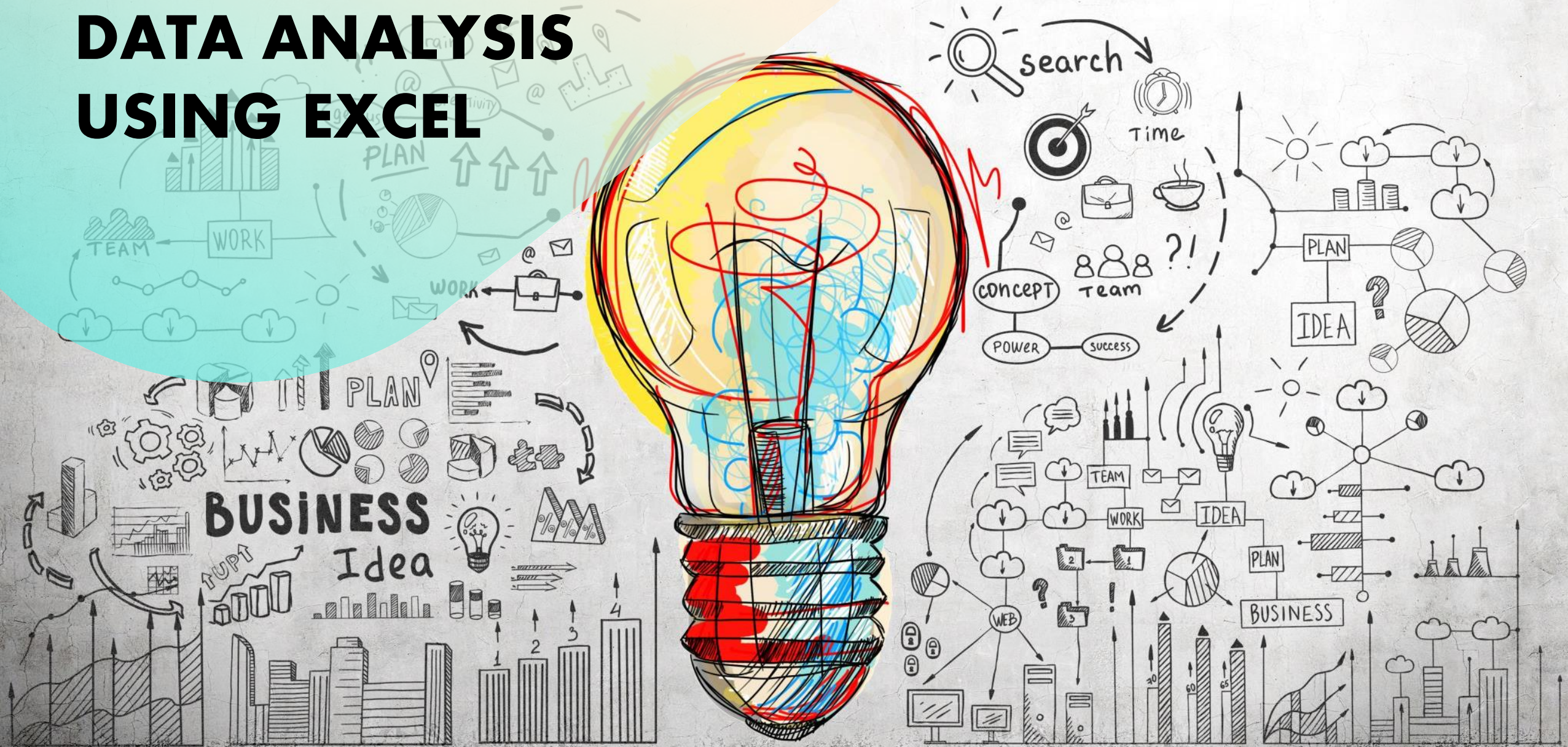
**IF, NESTING IF, IFS, AND/OR**





## CHAPTER 5

# DATA ANALYSIS USING EXCEL





# Sort and Filter

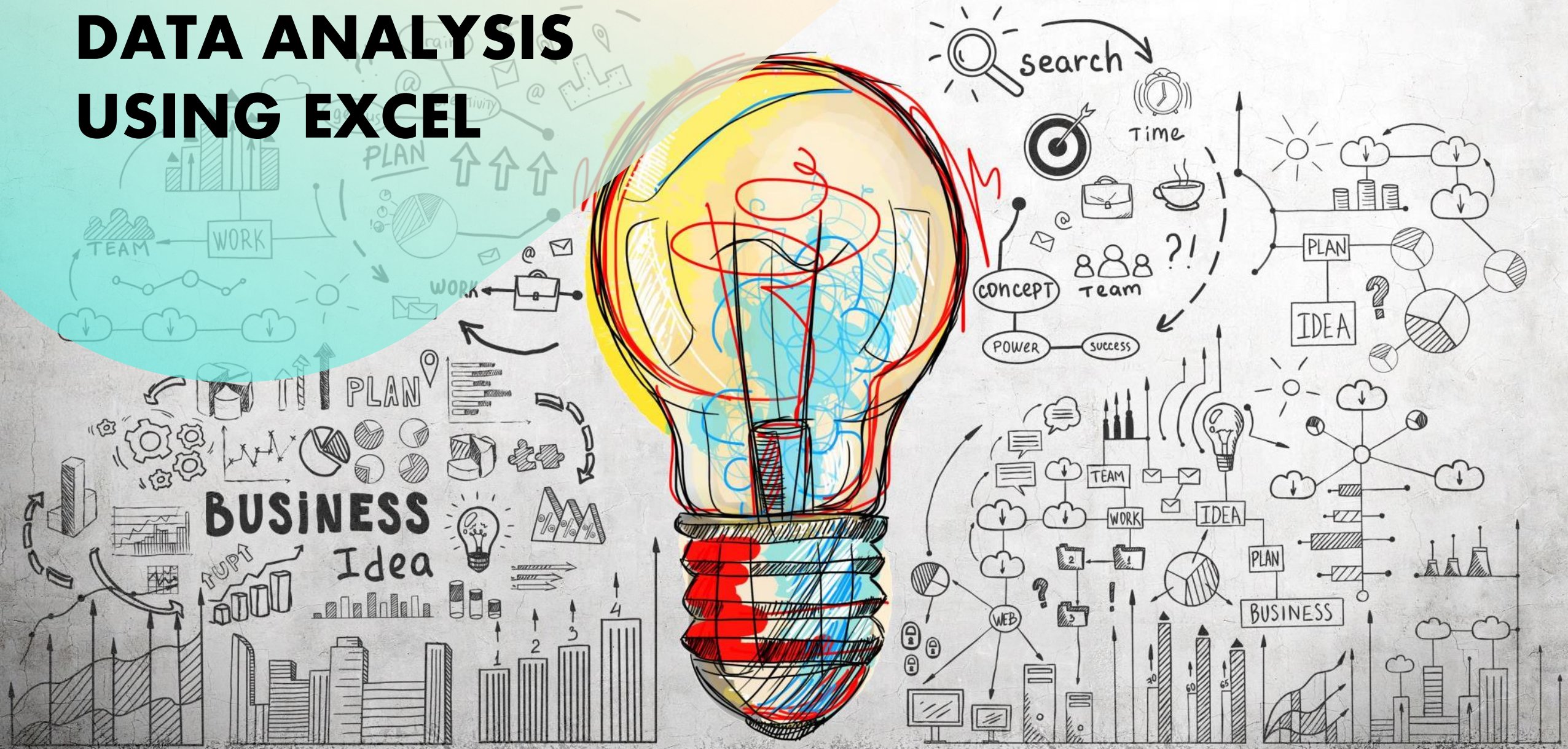
**Analysis using sort and filter  
and Take formula**





## CHAPTER 6

# DATA ANALYSIS USING EXCEL



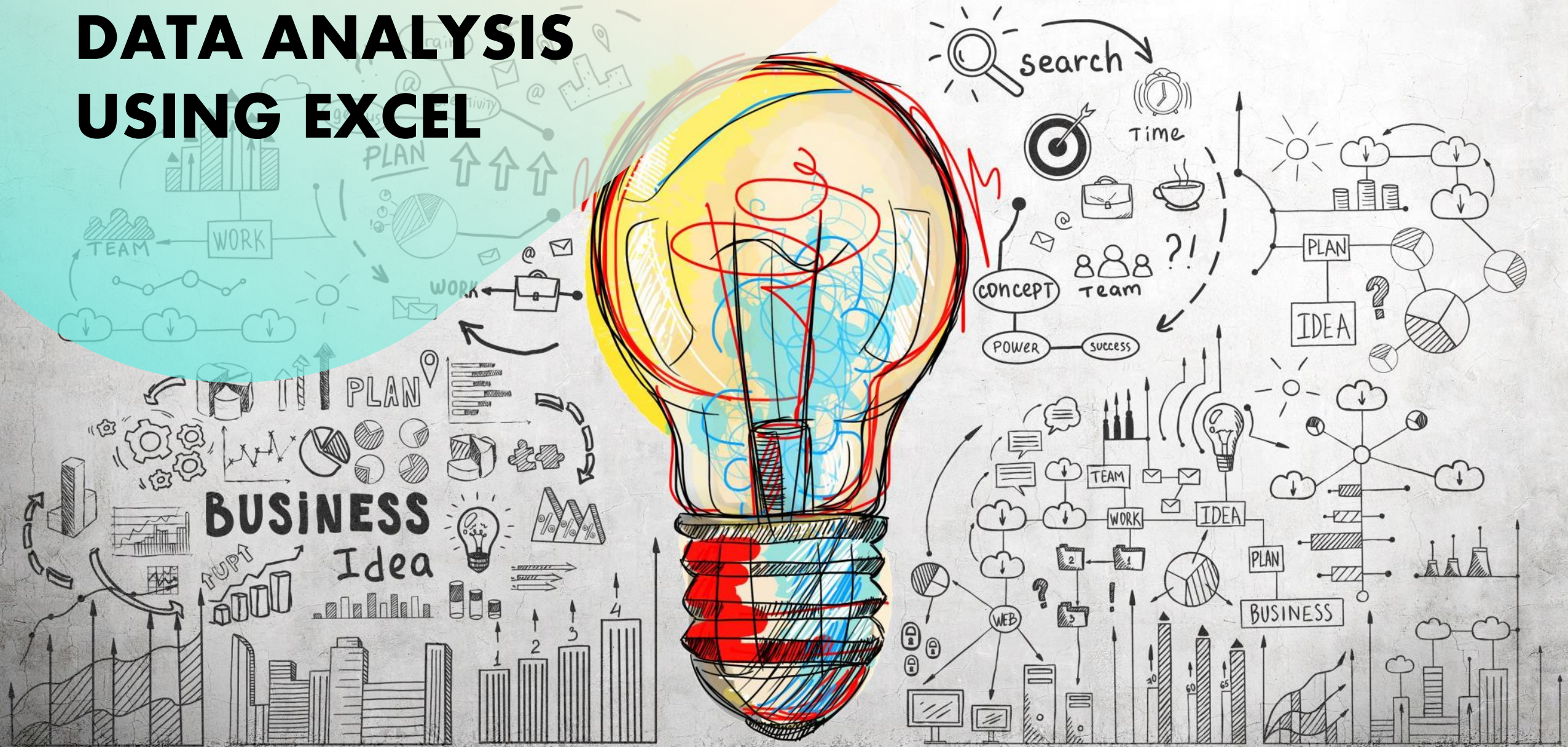


# V-lookup, Match, Index

Lookup Formulas that mostly  
used in excel



# DATA ANALYSIS USING EXCEL





# Statistical Formulas

**SUMIF | SUMIFS**

**COUNTIF | COUNTIFS**

**AVERAGEIF | AVERAGEIFS**

**MAXIF | MAXIFS**

**MINIF | MINIFS**



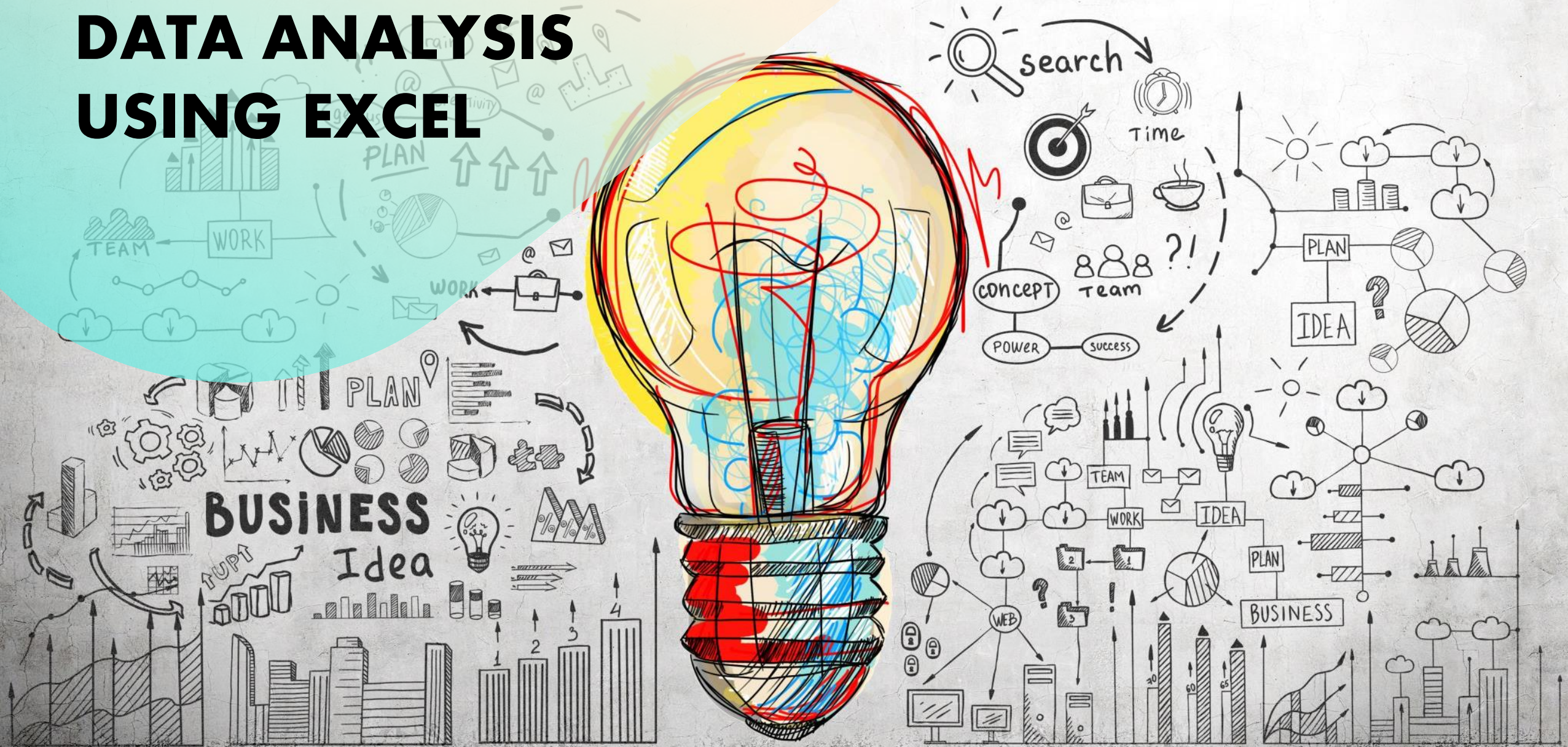
# Get following insights from given data.

1. Calculate Total Transaction by each State
2. Calculate Total Transaction by each State as well as Product Category
3. Calculate total quantity Sold by Region
4. Calculate total quantity Sold by Region as well as Product name
5. Calculate the average sales amount of each state
6. Calculate the average sales amount of each state as well as Product name
7. Calculate Each city max sales.



## CHAPTER 8

# DATA ANALYSIS USING EXCEL





# DATE FORMULAS

**DAY, MONT. YEAR**

**DATE**

**TEXT**

**EOMONTH**

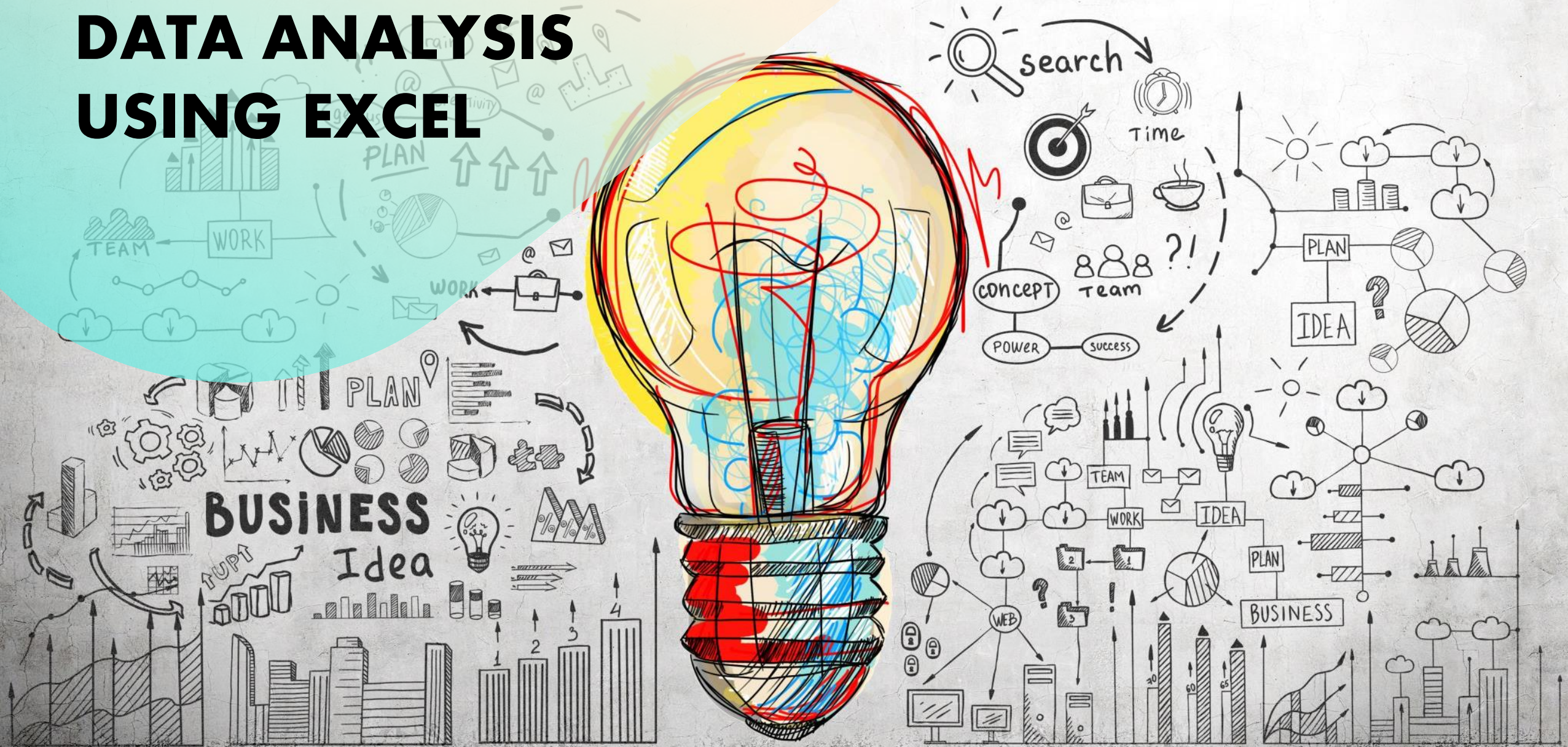
**DATEDIF**

**NETWORKDAYS.INTL**



## CHAPTER 9

# DATA ANALYSIS USING EXCEL





# **PIVOT TABLE**

**CREATE PVIOT TABLE**

**PIVOT CHART**

**SLICER**

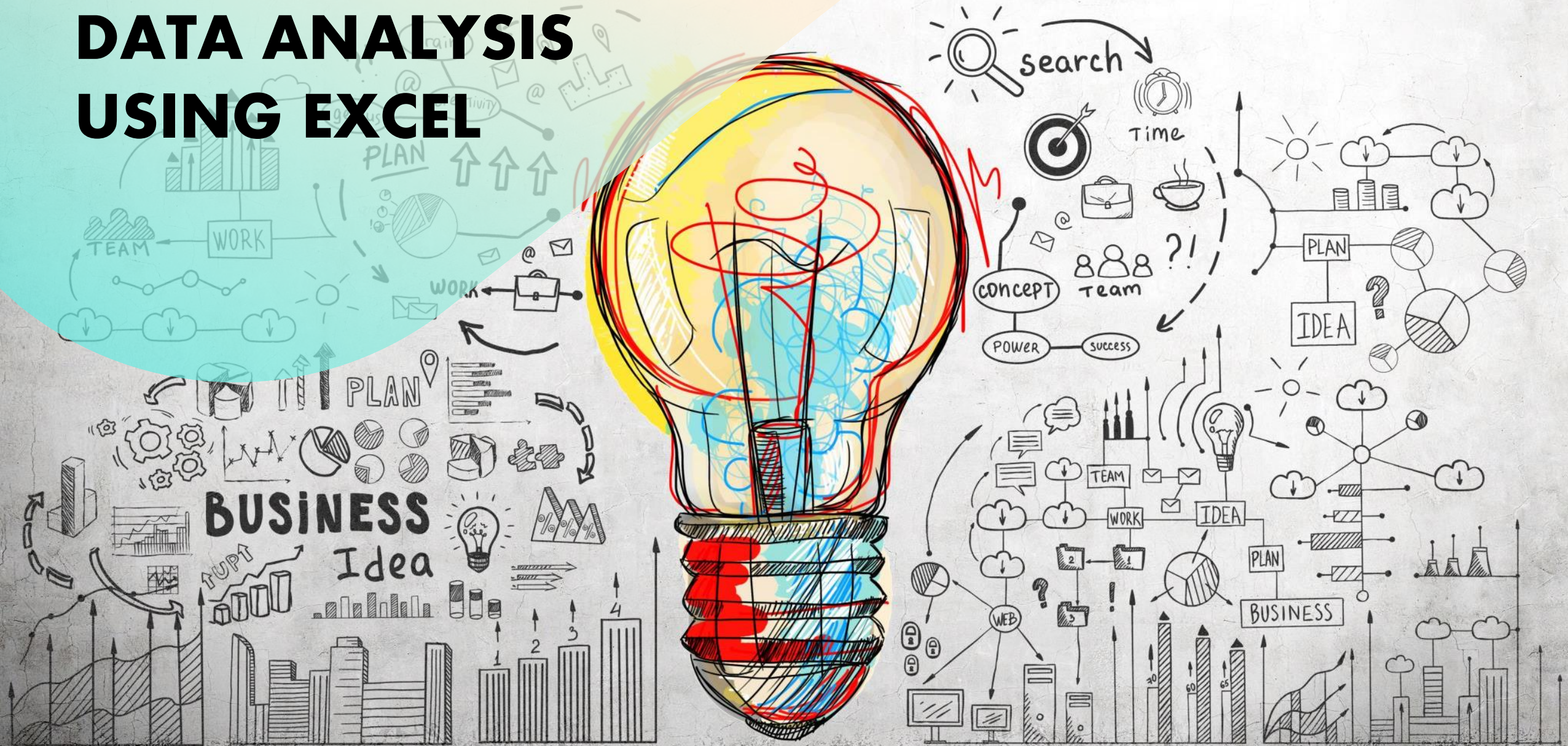
**TIMELINE**





## CHAPTER 10

# DATA ANALYSIS USING EXCEL







**END TO END  
DATA ANALYSIS  
PROJECT USING  
EXCEL**