**1.1.3 Download the Kickstarter Data**

**Hosted File:** *a file stored online, often with the intention to download*

**Local File:** *A file that is physically stored on your computer*

**1.2.1.**

**Tabular Data:** *Data arranged in rows and columns*

**Column Headers:**  *the information located at the top of the worksheet*

**Row Indexes:** *Information located towards the left*

**1.2.2.**

* To change the description of a column select the column letter and then change the description accordingly

**1.2.3.**

**Filters:**  *filters allow us to display only specific data that we want to focus on.*

* *When prompted about expanding the selection, do it because it is going to reorder the correlating data accordingly, otherwise your values will be with incorrect data*
* *To reset filters click “*  sort and filter”  *and then “* clear “

**Freezing:** *Means that you can freeze a column on the screen, so no matter where you go you can see that column*

* **Pane:** *a frozen column and row.*
* To freeze something go to the view tab and look for the freeze panes and columns tabs as they are selected

**1.2.4. Conditional Formatting**

**Conditional Formatting:** *refers to customizing a cell’s appearance in accordance to it’s value to make it faster and more comprehendible to read.*

To use conditional formatting in Excel, click on the column, then go to highlight cell rules, go to equal to option, change the cell value to equal text, type in the text, go to custom format, where you can dictate the appearance of the cell.

**1.2.5. Finding Averages**

* Using =ROUND( f(x), n) will round the value of f(x) to the nth number past the decimal place.
  + For example =ROUND(D1/E3\*10, 1) will divide the contents of D1 by E3, multiply that value by ten, and represent that value to the tenths value.

**1.2.6. Errors baby!**

**IFERROR(value,value\_if\_error)**: *If error is specifically designed to hold another value inside it.*

* *Insert the original formula into the first value box, and then the value or formula used to correct it into the second box.*

**1.3.1. Pivoting Towards Success**

**Create Subcategories**

Start by putting the subcategories into their own column. In the worksheet, clear all the active filters (if there are any), and then follow these steps:

1. Select the "Category and Subcategory" column.
2. Copy the column using the keyboard shortcut Command+C (Mac) or CTRL+C (Windows).
3. Paste the data into the next empty column using the keyboard shortcut Command+V (Mac) or CTRL+V (Windows).
4. Click the Data tab.
5. Click the "Text to Columns" button.
6. The "Convert Text to Columns Wizard" appears.
7. Inside the "Convert Text to Columns Wizard:"
   * Select "Delimited" and click "Next."
   * Uncheck the "Tab" box and check "Other."
   * Place a backslash ( / ) in the box, then click "Next."
   * Select "Text" from the "Column data format."
   * Click "Finish."

**Pivoting tables:***Pivot tables and pivot charts (which we'll learn about next) are extremely versatile and powerful tools. They allow us to pick and choose the data we want to analyze and then tweak it with visual customizations. Pivot tables also let us continue to tweak the view by filtering our chosen data after it's been set to a graph.*