



DATA ANALYSIS WITH EXCEL

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COURSE OVERVIEW

01

FORMAT TEXT AND MODIFY TEXT

02

DATE AND TIME FUNCTIONS

03

ACCESS BACKSTAGE TO CHANGE FONTS

CREATE TABLES

- String functions, also referred to as text functions, are functions in Excel used to manipulate text strings.
- They allow you to perform various operations on text data, such as extracting substrings, converting text to different cases, finding specific characters or patterns, and more.

STRING FUNCTIONS

String functions

1. **LEFT=(text, num_chars)**: Returns a specified number of characters from the beginning (left side) of a text.
2. **RIGHT=(text, num_chars)**: Returns a specified number of characters from the end (right side) of a text.
3. **MID=(text, start_num, num_chars)**: Returns a specified number of characters from a text.
4. **LOWER=(text)**: Changes all letters in a text string to lowercase.

STRING FUNCTIONS

- **UPPER=(text)**: Changes all letters in a text string to uppercase.
- **PROPER=(text)**: Capitalizes the first letter of each word in a text string
- **CONCATENATE(text1, text2, ...)**: Joins multiple text strings into one(**=concat(“text” “” “Text”)**)

TIME FUNCTIONS

NOW Function:

- Syntax: =NOW()

Returns the current date and time.

TODAY Function:

- Syntax: =TODAY()

Returns the current date without time.



WORKBOOK INTERNATIONALIZATION

- Select the cells or range of cells.
- Open the Format Cells Dialog Box
- Choose Number or Currency Category
- Click on the "currency type bar" tab. Apply international number formats and choose the appropriate category ("Currency", "Date").
- To apply currency formats, choose the "Currency" category. To customize the display further, for currency formats, choose the currency symbol, decimal places, and other formatting options.



MANAGE +BODY AND +HEADING

Steps:

- Access the Backstage View: Click on the "File" tab at the top left corner of the Excel window.
- Navigate to Options: Click on the "General"
- Under the "When creating new workbooks" section, Click on the drop-down menu next to it to select the default font you want to use for new workbooks.
- Apply Font and Heading Fonts to Current Workbook:

TYPES OF IF FUNCTIONS

Nested IF functions:

- You can nest IF functions within each other to create more complex conditions that allow you to check multiple conditions and return different values based on the results.

=IF(AND(condition1,condition2),value_if_true2,
value_if_false2))

IFERROR Function:

- Allows you to handle errors that may occur in a formula. It checks if an expression results in an error and returns a specified value if it does. =IFERROR(condition,
value_if_error)

TYPES OF IF FUNCTIONS

Logical operations with IF functions

SUMIF Function:

- The SUMIF function adds the values in a range that meet/qualify a set of criteria.

Syntax:=SUMIF(range, criteria, [sum_range])

AVERAGEIF Function:

- The AVERAGEIF function averages the values in a range that meets a set of criteria.

Syntax:=AVERAGEIF(range, criteria, [average_range])

ADVANCE IF FUNCTIONS

COUNTIF Function:

- The COUNTIF function counts the number of cells in a range that meet a condition.
- Syntax: =COUNTIF(range, criteria)

Statistical operations

SUMIFS Function:

- The SUMIFS function adds the values in a range that meet multiple specified conditions.
- Syntax:=SUMIFS(sum_range, criteria_range1, criteria1, [criteria_range2, criteria2])

ADVANCE IF FUNCTIONS

AVERAGEIFS Function:

- The AVERAGEIFS function calculates the average of the values in a range that meets multiple specified conditions.
- Syntax:=AVERAGEIFS(average_range, criteria_range1, criteria1, [criteria_range2, criteria2],,,)

Statistical operations

SUMIFS Function:

- The SUMIFS function adds the values in a range that meet multiple specified conditions.
- Syntax:=SUMIFS(sum_range, criteria_range1, criteria1, [criteria_range2, criteria2],,,)

STATISTICAL OPERATIONS

- COUNTIFS Function:
 - The COUNTIF function **counts** the values in a range that meets multiple specified conditions.
 - Syntax:=COUNTIFS(sum_range, criteria_range1, criteria1, [criteria_range2, criteria2],,,)
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