



DATA ANALYSIS WITH EXCEL

BY MAKENA GITONGA

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CUSTOM NUMBER FORMATTING

- Custom number formatting is a feature in the spreadsheet that allows users to format numerical values according to their specific preferences or requirements.
- It enables users to control how numbers are displayed in cells, including options for decimal places, thousand separators, currency symbols, and date formats

**#,##0
#,##0;-#,##0;**

CUSTOM NUMBER FORMATTING

Positive Numbers: Positive numbers are formatted using symbols such as

0, #, and _.

0

Represents a digit placeholder that displays the corresponding digit if one is present; otherwise, it displays a zero.

#

displays significant digits. If there are no significant digits, it displays nothing.

_:

Represents a space. It leaves space for digits, aligning the positive numbers with negative numbers.

CUSTOM NUMBER FORMATTING

- Negative numbers are formatted within parentheses or preceded by a minus sign
(-)
- Zero Values: The format for zero values can be specified after a semicolon
(;)
- Text: text in the format using double quotation marks
(" ")

DATA VALIDATION

Data validation involves defining rules, constraints, and criteria that data must meet to be considered valid.

Data validation tasks may include:

- Applying custom formulas or conditions to validate data entries.
- Setting numerical ranges or limits for data entry.
- Specifying date formats and ranges.
- Creating drop-down lists or predefined options for **categorical data**.
- Displaying error messages or prompts for invalid data entries.

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CONDITIONAL FORMATTING

- Conditional formatting allows users to automatically format cells based on specific conditions or criteria. It is useful for highlighting data points that meet certain criteria, making it easier to analyze and interpret the data.

Steps:-

- Set up conditions: Define the conditions under which they want the formatting to be applied. These conditions can be based on various factors such as cell values, dates, text, or formulas.

CONDITIONAL FORMATTING

- Choose formatting options: -specify the formatting options they want to apply to cells that meet the specified conditions such as changing the font color, background color, font style, borders
- Apply the conditional formatting: Once the conditions and formatting options are set, excel automatically applies the formatting to the cells that meet the specified conditions.



ADVANCE FILL SERIES

- Advanced fill series refers to a feature in Excel that allows users to automatically fill cells with a series of values based on a specified pattern or rule.

How it works

- Select the starting cells: Select the cell or cells containing the initial values of the series
- Access the fill options: Right-click on the selected cells or use a menu option to access the fill often found under the "Fill" or "Series" submenu.

ADVANCE FILL SERIES

- Choose the fill series: Within the fill options, choose the "Series" option, which allows you to specify the type of series you want to create (e.g., linear, date, growth) and define the step or increment between values.
- Apply the fill: Apply the fill series, and the spreadsheet application automatically populates the selected cells with the values based on the specified pattern or rule.

MACROS

- Macros, short for "macroinstructions" or "macro-commands," are sets of instructions that automate tasks in software applications and allow users to record a sequence of actions and replay them automatically, saving time and effort.
- Macros are commonly used in applications like Microsoft Excel, Microsoft Word, and scripting languages such as Visual Basic for Applications).

MACROS

- On Excel navigate to the "View" tab on the ribbon and click on the "Macros" dropdown menu.
- Select "Record Macro." This will open the Record Macro dialog box.
- In the dialog specify a name for your macro assign it to a shortcut key if you want and Choose whether you want to store the macro in your current workbook or a new one.
- Perform the actions you want for instance; formatting cells, entering data, or any other task you want to automate.
- Once completed, go back to the "View" tab and click on "Macros", Select and "Stop Recording" to stop recording your macro.

