DATA ANALYSIS WITH EXCEL

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INTRODUCTION

Opportunities in Data Analysis

Excel has become synonymous with the standard required skills to support roles. some of the emerging roles in business units across different verticals are:-

- Data Analyst
- Financial Analyst
- Customer Operation Analyst
- Sales Operations Analyst
- Client Service Analyst

RESOURCES

A list of influencers to follow in 2024:

- https://www.datarails.com/the-top-10-excel-influencers-you-need-to-follow

- https://www.microsoft.com/en-us/microsoft-365/excel

- Sevenette GitHub on saved resources

Workbook and Worksheet

- **A workbook:-** the primary document used in Excel. It contains one or more sheets and can create more worksheets.

- **Work Sheets:-** Pages or tabs in a workbook

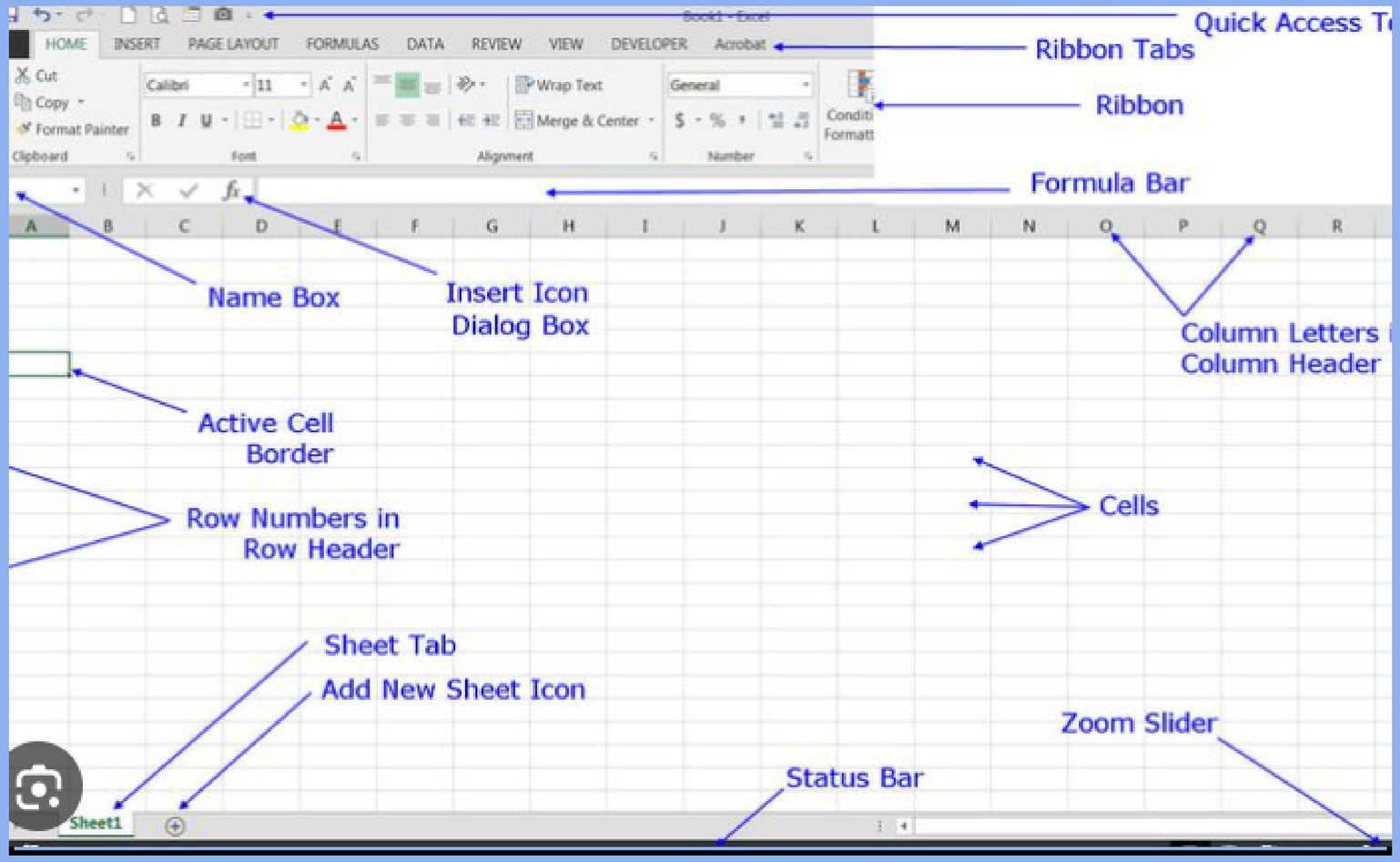
Worksheet Key Features

- **Gridlines:-** faint lines that can be found in a worksheet that help organize data into cells.
- **Cell:-** intersection between columns and rows where a user enters data.
- **Cell reference:-** Unique address of a cell that shows the intersection of a column and row.
- **Excel ribbon-** Found in the Excel interface and designed to provide users access to various commands and features

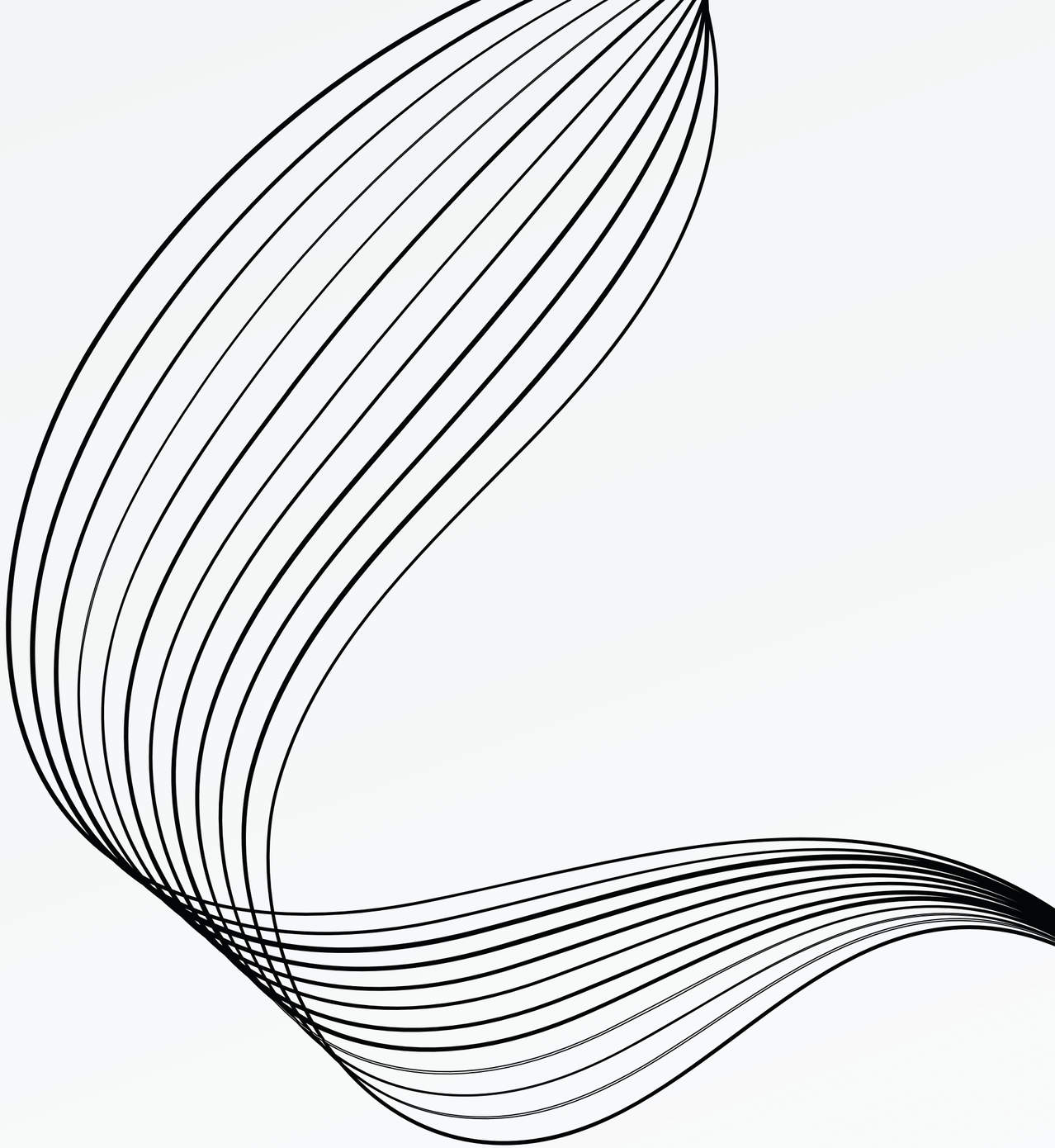
Important ribbon Components

- Tags:- commands that include Home, insert, Formula, Data, Review, Developer
- Groups:- Each tab has features.g Data; Get Data, Data tools, forecast tools
- Commands:- Tools that perform specific functions such as applying formulas, inserting charts, formatting cells
- Contextual tabs:- Appear based on the task you are performing e.g a chart or table may display additional information for format.

EXCEL INTERFACE



live Demonstration

- Import data from a delimited file: Datafiniti
- Copy and move a worksheet
- Search for data within the workbook
- Insert and remove hyperlinks
- Change the color of a workbook
- Adjust the row and height of a workbook
- Hide and unhide worksheets
- Display formulas
- Modify Document Properties
- Inspect the hidden Properties or personal information, accessibility, and compatibility

THANK'S FOR LISTENING