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Data Analysis with Excel



By
Prof. Mohammad Tahir Mirji

Getting Started with Excel: Creation of spreadsheets, Insertion of rows and columns, Drag & Fill, use of Aggregate functions.

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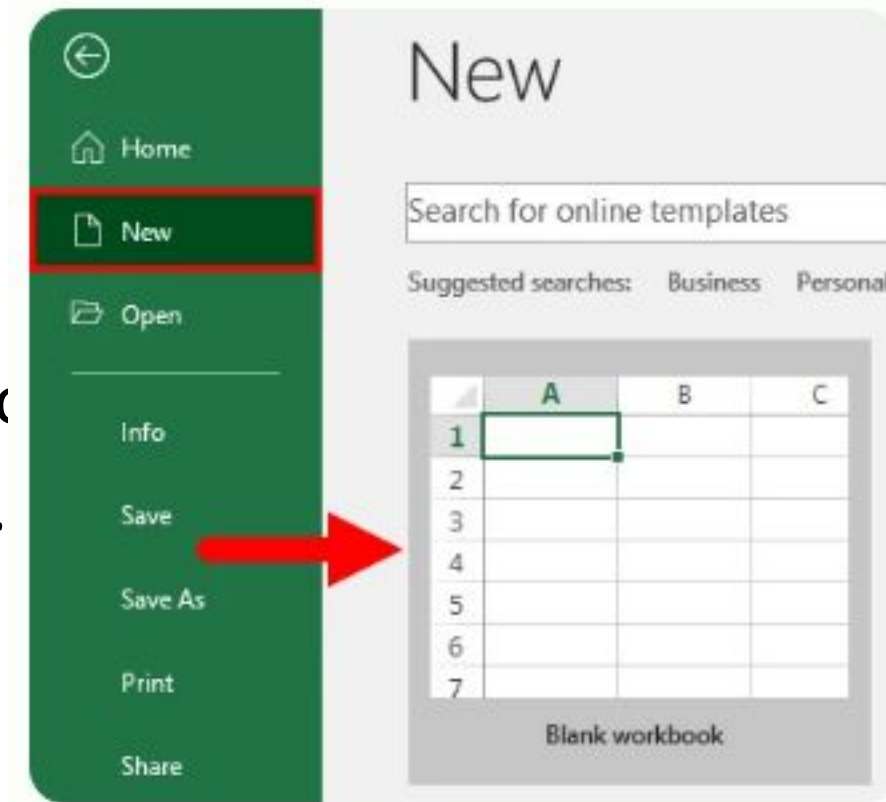
Top Benefits of Learning **Microsoft Excel Skills**



Q1. Getting Started with Excel: Creation of spreadsheets, Insertion of rows and columns, Drag & Fill, use of Aggregate functions.

Procedure

1. Open Excel:
Launch Microsoft Excel on your computer.
2. Blank Workbook:
Upon opening Excel, you'll see a blank workbook.
This is where you can create your spreadsheet.
3. Entering Data:
Click on a cell and start typing to enter data.



Procedure

Inserting Rows and Columns:

1. Inserting Rows:

Right-click on the row number where you want to insert a new row.

Choose “Insert” from the context menu.

2. Inserting Columns:

Right-click on the column letter where you want to insert a new column.

Choose “Insert” from the context menu.



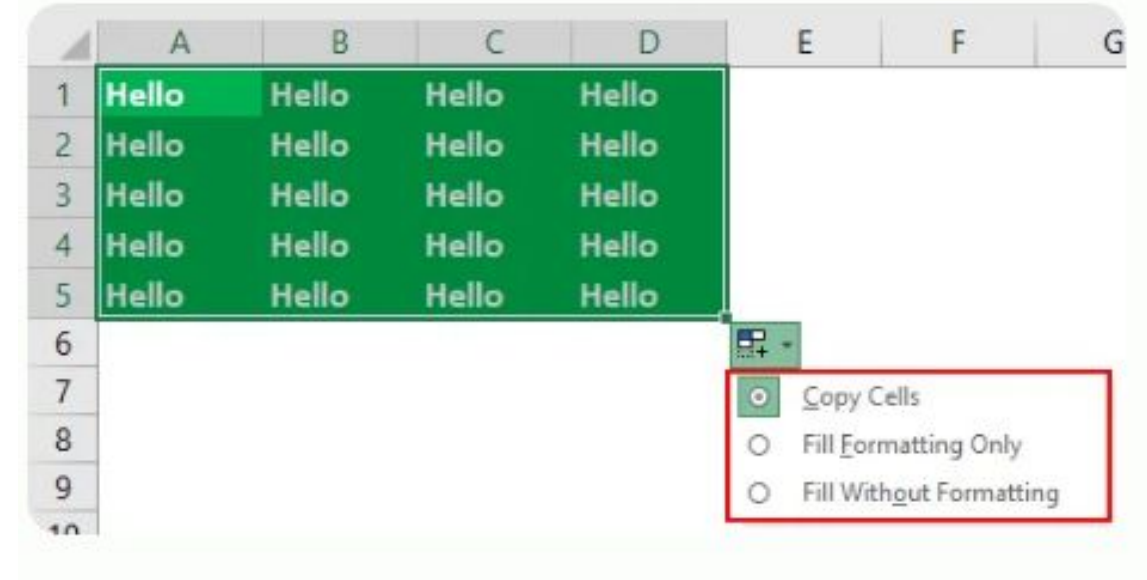
Procedure

Drag & Fill:

1. AutoFill:

Enter a value in a cell.

Hover over the bottom-right corner of the cell until you see a small square (the fill handle). Click and drag to fill adjacent cells with a series or pattern.



Procedure

Aggregate Functions:

1. SUM Function:

To add a range of cells, use the SUM function.

Example: =SUM(A1:A10) adds up the values in cells A1 through A10.

	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	=SUM(B3:B6)		
8				

Procedure

AVERAGE Function:

To find the average of a range of cells, use the AVERAGE function.

Example: =AVERAGE(B1:B5) calculates the average of cells B1 through B5.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	Trainer	Pokeball	Great ball	Ultraball	Master ball	Average		
2	Iva	10	4	1	1	=AVERAGE(B2:E2)		
3	Liam	12	3	0	1			
4	Jenny	15	1	3	1			
5	Iben	4	2	6	0			
6	Adora	10	4	1	1			
7	Kasper	9	2	1	0			

The formula bar at the top shows the formula being entered in cell F2: `=AVERAGE(B2:E2)`. A tooltip is visible below the formula bar, displaying the syntax: `AVERAGE (number1; [number2]; ...)`.

Procedure

COUNT Function:

To count the number of cells with numerical values, use the COUNT function.

Example: =COUNT(C1:C8) counts the number of cells in C1 through C8 that contain numbers.

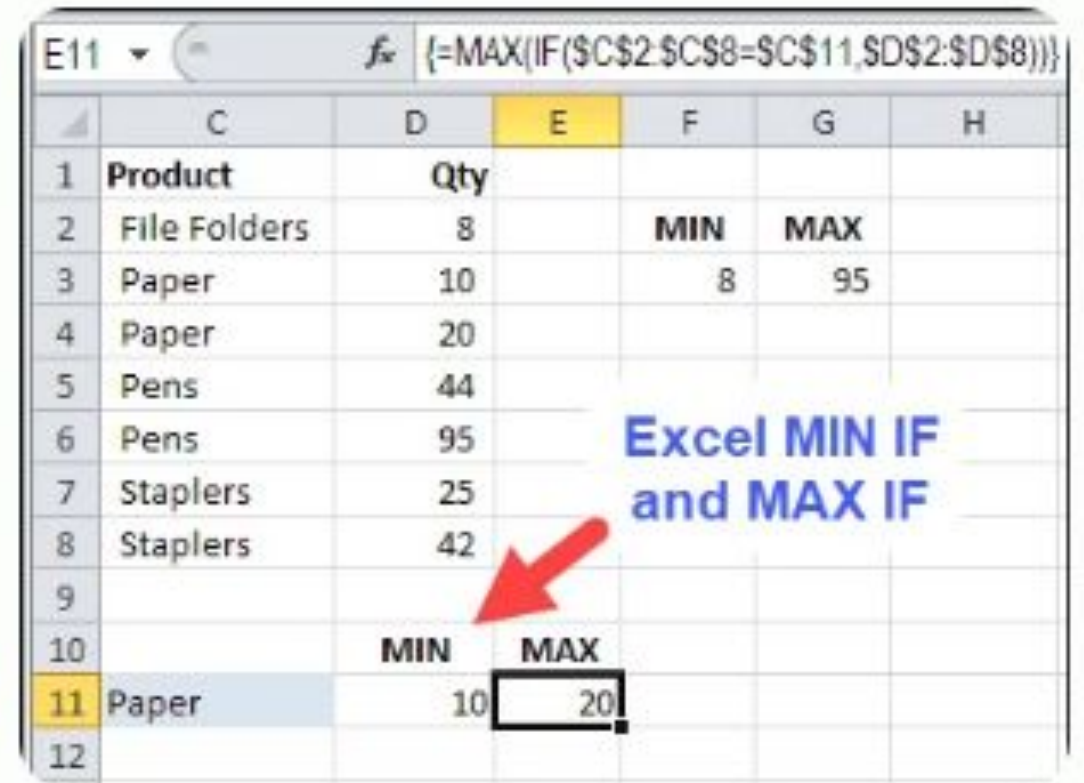
	A	B	C	D	E
1	Name	Height(ft)	Age(Years)		COUNT Name
2	Donald	6.3	20		=COUNTIF(A2:A10,
3	Marry	7.1	12		COUNTIF(range, criteria)
4	Jordan	4.3	14		
5	Mahesh	4.8	15		
6	Jai Shree	6	8		
7	Jyoti	5.2	9		
8	Manoj	4.9	12		
9	Carry	5	9		
10	Patacia	4.5	18		
11					

Procedure

MAX and MIN Functions:

To find the maximum or minimum value in a range, use the MAX and MIN functions.

Example: =MAX(D1:D6) returns the highest value in cells D1 through D6.



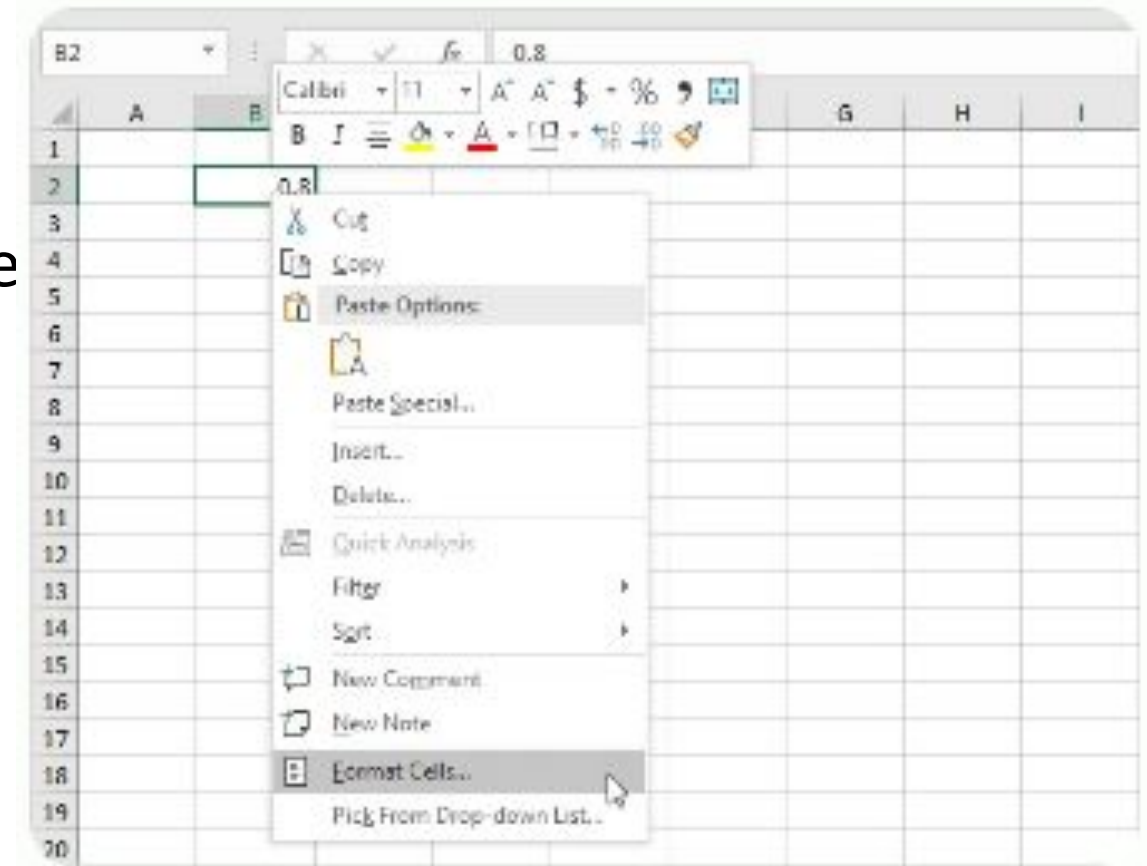
Excel MIN IF and MAX IF

	C	D	E	F	G	H
1	Product	Qty				
2	File Folders	8		MIN	MAX	
3	Paper	10		8	95	
4	Paper	20				
5	Pens	44				
6	Pens	95				
7	Staplers	25				
8	Staplers	42				
9						
10		MIN	MAX			
11	Paper	10	20			
12						

Procedure: Formatting

Cell Formatting:

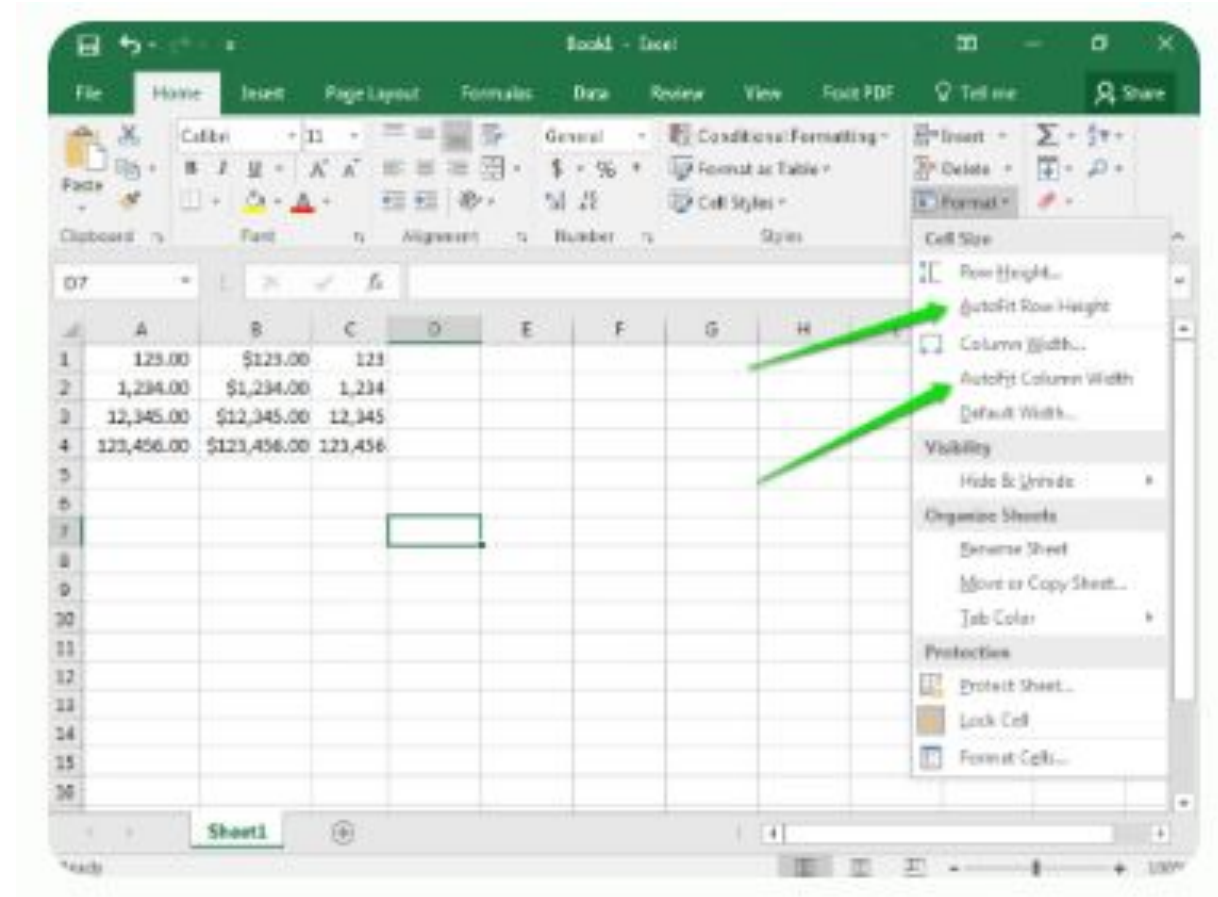
Highlight cells or ranges and use the formatting options in the toolbar to change font, color, and other formatting.



Procedure: Formatting

Column and Row Width:

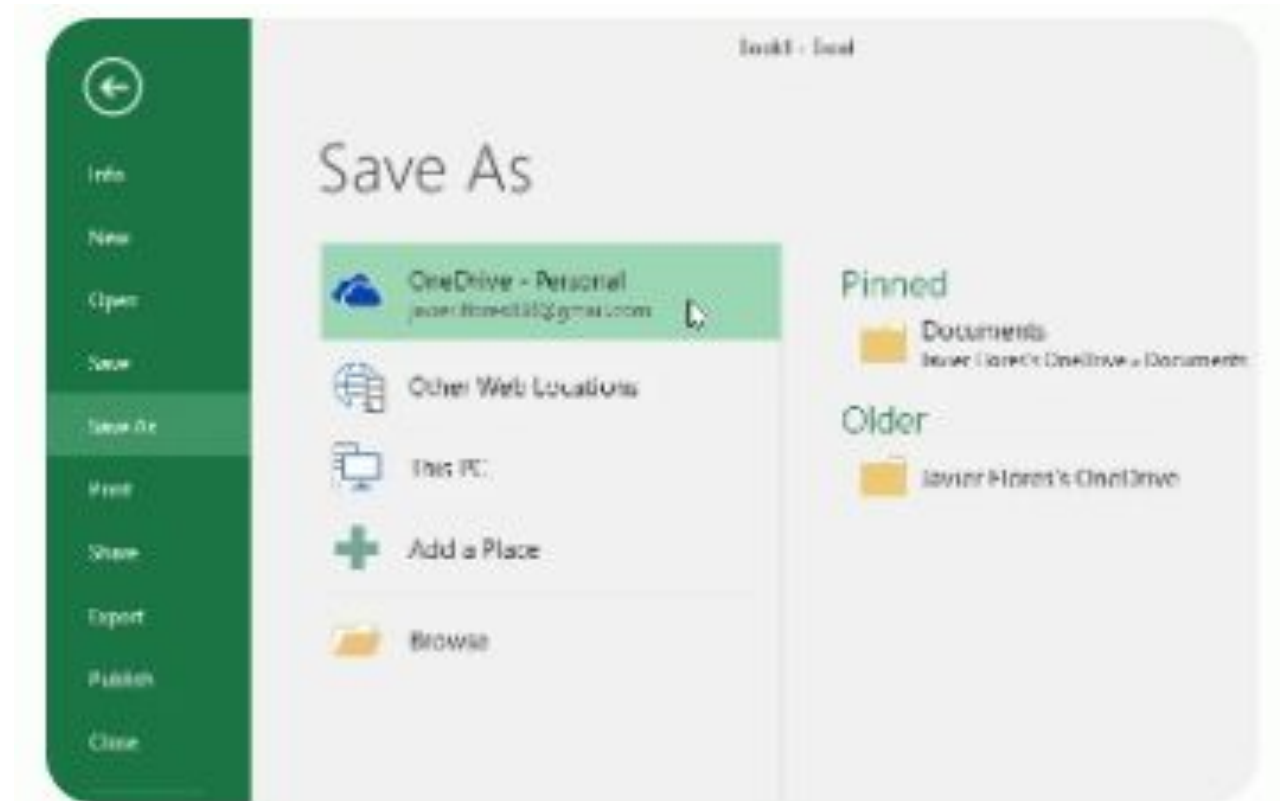
Adjust the width or height by placing the cursor on the border between column or row headers, click and drag.



Procedure: Saving and Closing

Save Your Work:

Click on “File” and then “Save” to save your spreadsheet.



Procedure: Closing Excel

Click on the “X” button at the top-right corner of the Excel window.



Q2. Working with Data : Importing data, Data Entry & Manipulation, Sorting & Filtering.

Procedure:

Importing External Data:

Go to the “Data” tab on the Excel ribbon.

Use options like “Get Data” or “From Text” to import data from external sources such as text files, CSV, databases, or online sources.