**REPORT ON EXCEL PROJECT WORK**

**STEPS ON EXCEL PROJECT WORK**

**Step 1**

Covid-19 data File(https://ourworldindata.org/covid-deaths) was downloaded from the internet and saved in an Excel folder on desktop.

**Step 2**

**New Excel file was opened and Covid-19 data was imported by** ----Data on Excel---New Query---From file---from csv----Covid -19 data---Import---**Click on Close and Load.**

**Step 3**

The file will Load into Excel.

**Step 4**

To generate Query and work with Pivot table, by clicking on Design---- Click on summarize with Pivot table ------ click on existing data-----input a new location on Excel sheet -----Click on new Excel worksheet---Click on Ok

**Step 5**

Nine (9) Pivot tables was created on EXCEL worksheet, by comparing different total death cases against Countries and Continent. This was done by imputing the Countries in **Row** against death cases in **Values** by the right hand side to generate results.

**PIVOT TABLE A:** The table summarizes the Continent in the field row against Count of total cases in field values. The observation was thatAfrica had the highest count cases of 64597 while South America had the lowest count cases of the disease as 16197.

**PIVOT TABLE B:** The table summarizes some selected countries affected by covid-19. Asia had the highest maximum of total cases compared to South Africa with the lowest cases.

**PIVOT TABLE C:** The table summarizesthe Continent with the maximum of total death of covid. As Oceania had the lowest number of total death as 20393.

**PIVOT TABLE D:** The table summarizes the count of total of deaths and count of new deaths in the affected Continents

**PIVOT TABLE E:** The table summarizes the count of total cases in millions in the affected Continent

**PIVOT TABLE F:**  The table summarizes the maximum of total death per million of covid 19. As South America had the highest maximum of total deaths per millions.

**PIVOT TABLE G:** The table summarizes the total count of people vaccinated in the Continents. Europe had the highest number of people vaccinated compared to Oceania with the lowest number of people vaccinated.

**PIVOT TABLE H:** The table summarizes the maximum of total vaccination per hundreds of people in the Continents. As Europe had the highest maximum of total people vaccinated.

**Pivot table I:** The table summarizes the year 2020 and 2021 when the outbreak of covid affected the Continents. Africa, Europe and Asia had the highest cases of the covid between the year 2020 and 2021 of the outbreak.

**Step 6**

To add charts to Pivot Table, click on Insert---Insert Column or Bar Chat for the different pivot tables

**Step 7**

To generate a **DASHBOARD** ----- open a new excel sheet within the main worksheet---Rename as Dashboard ------ highlight some rows and columns------- click on Page layout—click on view to remove the rows and column hedgers.

Then calculations, diagrams and charts were imported to the Dashboard.