DATA ANALYSIS PROCESS

Applications of real life scenarios {Case study}

Scenario: Provisions Availability at home[check]

Plan:

*Checking the provisions available at my home.

*Amount of provisions that is currently available, taken as number of packets as well as amount in kilogram.

*Provision which is unavailable and need to be refilled.

* Buying the required provisions and refilling them.

Prepare:

* Take a list of required provision for current month.

* Check for the availability and mark down the amount of provision available currently.

*Separately list out provisions which need to be refilled and provisions that is already present.

Process:

 *List of provisions that has to be ordered and arranged in the shelves.

*List of provisions that has to be bought newly and refilled respectively.

Analyze:

*Analyze the provision you may not require.

*Search for offers of discount and combo of free products. Gaining profit by taking mindful choices and decisions.

Share:

*Communicating to the shopkeeper or e-commerce sites regarding the required provisions.

*Making sure about the price and discount offers about our order.

Act:

 *Buy the best suitable provisions for our needs and refilling our kitchen shelf !

EXCEL SHEET DATA

List of provisions required for current month is listed out

*This excel sheet consists of coloumns and rows of data

*Coloumns such as

*Name of provisional items,

*Amount as kg's and packets,

*Availability (whether yes or no).

*Rows such as

*Details of each provisional item.

*Pivot tables

*List of provisions available with their amount.

*List of provisions unavailable with the required amount.

Process used:

Table creation

*Click onto a cell and type the title

*Enter the column values

*Move onto next column creation and update the data

*Create columns by giving title followed by data.

Now click onto the column ,select insert on menu, click on table, select ok

The table outline will be created.

Pivot creation

*Click onto a column from existing table

*Select insert and click onto pivot table

*Now select the cell to create the pivot table

*Select the column details to be added

FUNCTIONS IN EXCEL

Function to shift a column to left:

Select column>Hold shift > drag &drop .

Function to change cell type:

Click on cell>select cell type in menu>select format

Function to Make table:

Click on column>select insert>click table>select ok

Function to Make pivot table:

Click on a table>select insert>click pivot table>select empty cell>enter the column name

Funtion to add pivot elements:

Click on pivot column>select filters>adjust manullay/set filters

Functions to Delete pivot:

Select pivot>click pivot analyse>select action>select all>hit delete