

# **Employee Data Analysis using Excel**

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**PROJECT TITLE**

**Employee Performance Analysis  
using Excel**

# AGENDA

1. Problem Statement
2. Project Overview
3. End Users
4. Our Solution and Proposition
5. Dataset Description
6. Modelling Approach
7. Results and Discussion
8. Conclusion



# PROBLEM STATEMENT

## Freezing Panes

- Locks part of the worksheet

The screenshot shows a Microsoft Excel window titled "Freeze Example - Microsoft Excel non-commercial use". The ribbon is visible with the "View" tab selected. In the "View" tab's ribbon group, the "Freeze Panes" button is highlighted. A tooltip for "Freeze Panes" is displayed, stating: "Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection)". Below this, there are three other options: "Freeze Top Row", "Freeze First Column", and "Freeze All Rows/Columns". The main worksheet area displays a table of product data:

	A	B	C	D	E	F	G	H	I
1	Product ID	Name	Price						
2	23001	Coffee	1.50						
3	23002	Tea	1.00						
4	23003	Water	1.75						
5	23004	Mineral Water	1.75						
6	23005	Coca Cola	2.00						
7	23006	Pepsi	2.00						
8	23007	Sprite	2.00						
9	23008	Light Beer	2.50						
10	23009	Beer	3.00						

# WHO ARE THE END USERS?

## Freezing Panes

- Useful when you have header rows

The header row is shown as you scroll through the worksheet



	A	B	C	D
1	Product ID	Name	Price	
29	23028	Onion Soup	4.25	
30	23029	Potato Soup	5.00	
31	23030	Tomato Soup	4.00	
32	23031	Special Soup	6.75	
33	23032	Vegetable Soup	3.50	
34	23033	Vegetable Plate	4.00	
35	23034	Fruit Plate	5.00	
36	23035	Cheese Plate	8.00	
37	23036	Small Salad	2.00	

# OUR SOLUTION AND ITS VALUE PROPOSITION

## Variance



- Use a simple subtraction formula to do variance analysis

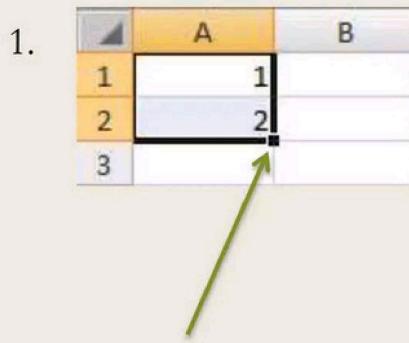
B	C	D	E
=SUBTOTAL(3,B3:B4 =SUBTOTAL			
Name	Price	Cost	Variance
Coffee	1.5	1	=C3-D3
Tea	1	0.25	=C4-D4
Water	1.75	0.5	=C5-D5
Mineral Water	1.75	0.75	=C6-D6
Coca Cola	2	0.5	=C7-D7
Pepsi	2	0.5	=C8-D8

C	D	E
177.25		
Price	Cost	Variance
1.50	1.00	0.50
1.00	0.25	0.75
1.75	0.50	1.25
1.75	0.75	1.00
2.00	0.50	1.50
2.00	0.50	1.50

# MODELLING

## AutoFill

- Excel can automatically update data patterns



Drag the fill  
handle to AutoFill

	A	B
1	1	1
2	2	2
3		
4		
5		
6		
7		
8		
9		
10		10
11		

	A	B
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11		

# Cell Comments

- Each cell can have a comment



A commented cell has a  
red marking

ID	Name	Price
3001	Coffee	1.75
3002	Tea	2.00
3003	Water	
3004	Mineral Water	
3005	Coca Cola	

**Author:**  
I started with coffee  
because it is the most  
delicious.

When the cursor is over the cell, the  
comment displays

# Advanced Filtering

- Excel can filter on color, numbers, and more

You can only filter on color if some of the cells are colored

A	B	C	D	E
1		45	177.25	
2	Product ID	Name	Price	
3	2300	Sort Smallest to Largest		
4	2300			
5	2300	Sort Largest to Smallest		
6	2300			
7	2300	Sort by Color		
8	2300			
9	2300	Clear Filter From 'Price'		
10	2300			
11	2300	Filter by Color		
12	2301			
13	2301	Number Filters		
14	2301			
15	2301	(Select All)		
16	2301			
17	2301	0.50		
18	2301			
19	2301	1.00		
20	2301			
21	23019	Deluxe Pizza	10.00	
22	23020	Cheese Sandwich	4.00	
23	23021	Chicken Sandwich	5.50	

# RESULTS

## Advanced Filtering

A	B	C	D	E	F
1		45	177.25		
2	Product ID	Name	Price		
3	2300	Sort Smallest to Largest			
4	2300	Sort Largest to Smallest			
5	2300	Sort by Color			
6	2300	Clear Filter From "Price"			
7	2300	Filter by Color			
8	2300	Number Filters			
9	2300	<input checked="" type="checkbox"/> (Select All)			
10	2300	<input checked="" type="checkbox"/> 0.50			
11	2300	<input checked="" type="checkbox"/> 1.00			
12	2301	<input checked="" type="checkbox"/> 1.50			
13	2301	<input checked="" type="checkbox"/> 1.75			
14	2301	<input checked="" type="checkbox"/> 2.00			
15	2301	<input checked="" type="checkbox"/> 2.50			
16	2301	<input checked="" type="checkbox"/> 3.00			
17	2301	<input checked="" type="checkbox"/> 3.50			
18	2301	<input checked="" type="checkbox"/> 4.00			
19	2301		OK	Cancel	
20	2301				
21	23019	Deluxe Pizza	10.00		
22	23020	Cheese Sandwich	4.00		
23	23021	Chicken Sandwich	5.50		

- If the column contains text instead of numbers, text filters will replace number filters

Notice that here it is impossible to filter on color because no cells are colored

## TRUE or FALSE?

- The formula =Cell=Cell is useful
- Tests whether the cells are equal and returns a value of TRUE or FALSE

The screenshot shows a Microsoft Excel spreadsheet with four columns labeled A, B, and C. Column A contains the value 1, column B contains the value 2, and column C is empty. In cell C1, the formula '=A1=B1' is entered. A green arrow points from the formula in cell C1 to the resulting value 'FALSE' in cell C1 of the second row.

	A	B	C
1	1	2	
2	=A1=B1		FALSE

## conclusion

# Microsoft Excel 3: Wrap-Up

- This lesson covered:
  - How to work with filters
  - Useful formulas
  - Methods for analyzing data
  - How to combine data

