

# Employee Data Analysis using Excel

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# **PROJECT TITLE**

**Employee Performance Analysis  
using Excel**

# AGENDA

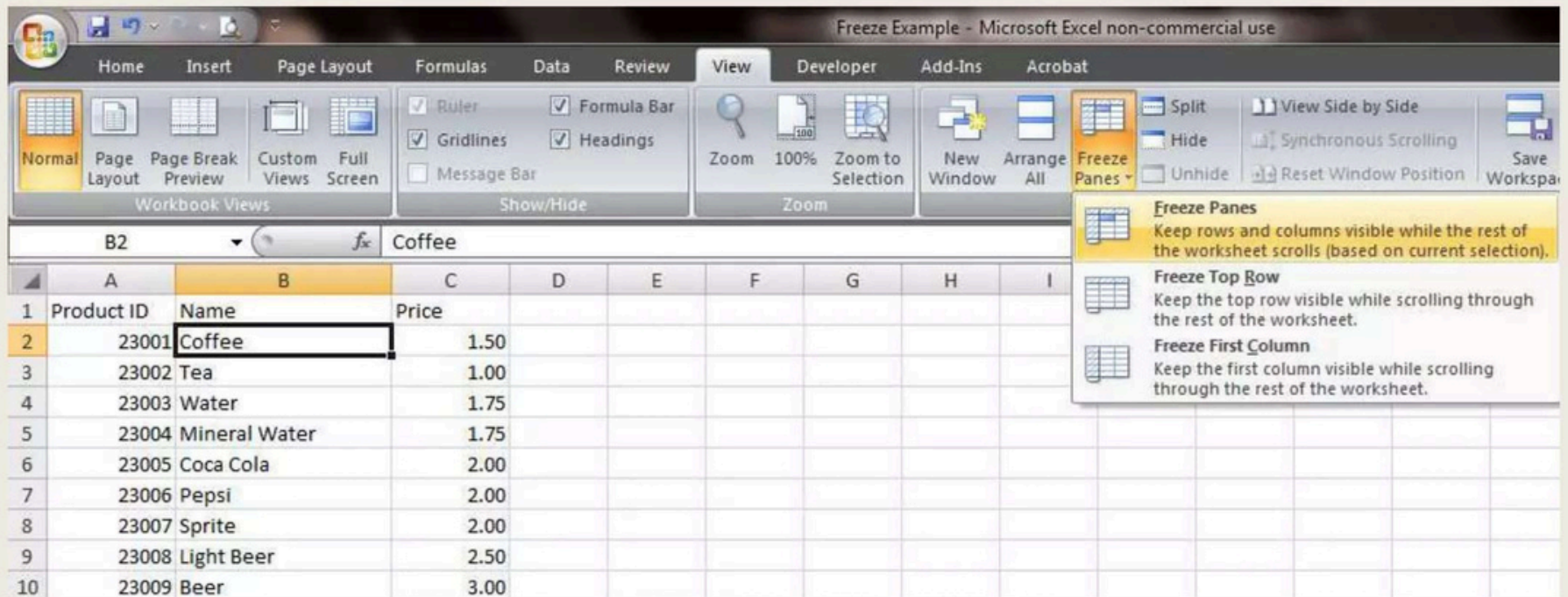
1. Problem Statement
2. Project Overview
3. End Users
4. Our Solution and Proposition
5. Dataset Description
6. Modelling Approach
7. Results and Discussion
8. Conclusion



# PROBLEM STATEMENT

## Freezing Panes

- Locks part of the worksheet



The screenshot shows the Microsoft Excel interface with the 'View' tab selected. The 'Freeze Panes' button in the 'View' tab is highlighted, and its dropdown menu is open. The menu contains three options: 'Freeze Panes', 'Freeze Top Row', and 'Freeze First Column'. The 'Freeze Panes' option is selected, and its description is shown: 'Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection)'. The 'Freeze Top Row' option is described as 'Keep the top row visible while scrolling through the rest of the worksheet.' The 'Freeze First Column' option is described as 'Keep the first column visible while scrolling through the rest of the worksheet.'

Freeze Example - Microsoft Excel non-commercial use

Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

Normal Page Layout Page Break Preview Custom Views Full Screen

Workbook Views

Ruler Gridlines Message Bar Formula Bar Headings

Show/Hide

Zoom 100% Zoom to Selection

Zoom

New Window Arrange All

Freeze Panes

Split Hide Unhide View Side by Side Synchronous Scrolling Reset Window Position Save Workspa

B2 Coffee

	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						

**Freeze Panes**  
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).

**Freeze Top Row**  
Keep the top row visible while scrolling through the rest of the worksheet.

**Freeze First Column**  
Keep the first column visible while scrolling through the rest of the worksheet.

# WHO ARE THE END USERS?

## Freezing Panes

- Useful when you have header rows

The header row is  
shown as you scroll  
through the worksheet



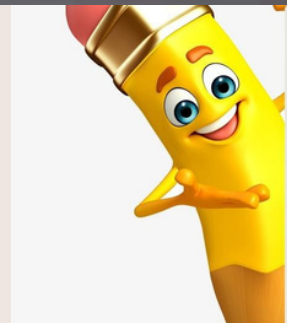
	A	B	C	D
1	Product ID	Name	Price	
29	23028	Onion Soup	4.25	
30	23029	Potato Soup	5.00	
31	23030	Tomato Soup	4.00	
32	23031	Special Soup	6.75	
33	23032	Vegetable Soup	3.50	
34	23033	Vegetable Plate	4.00	
35	23034	Fruit Plate	5.00	
36	23035	Cheese Plate	8.00	
37	23036	Small Salad	2.00	



# 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(3,C3:C4)		
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

1.


	A	B
1	1	
2	2	
3		



Drag the fill  
handle to AutoFill


2.

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



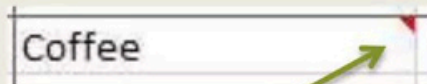
3.

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



# Cell Comments

- Each cell can have a comment



A commented cell has a red marking

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

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

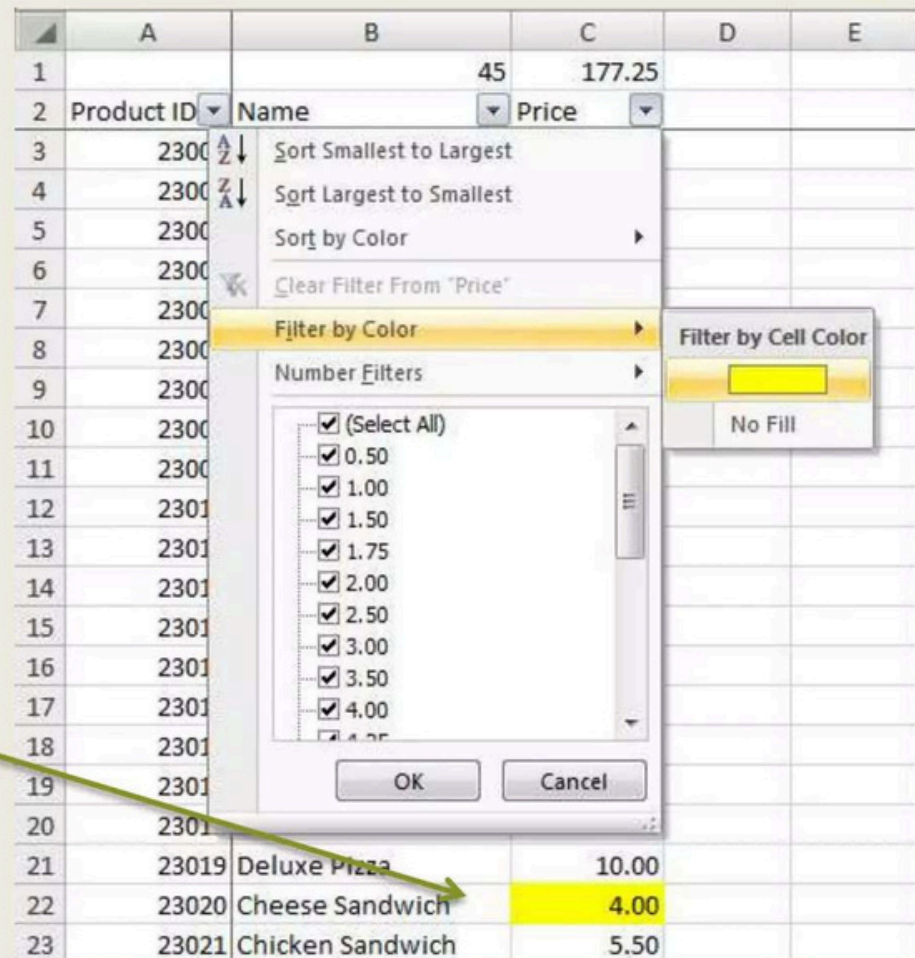
When the cursor is over the cell, the comment displays



# Advanced Filtering

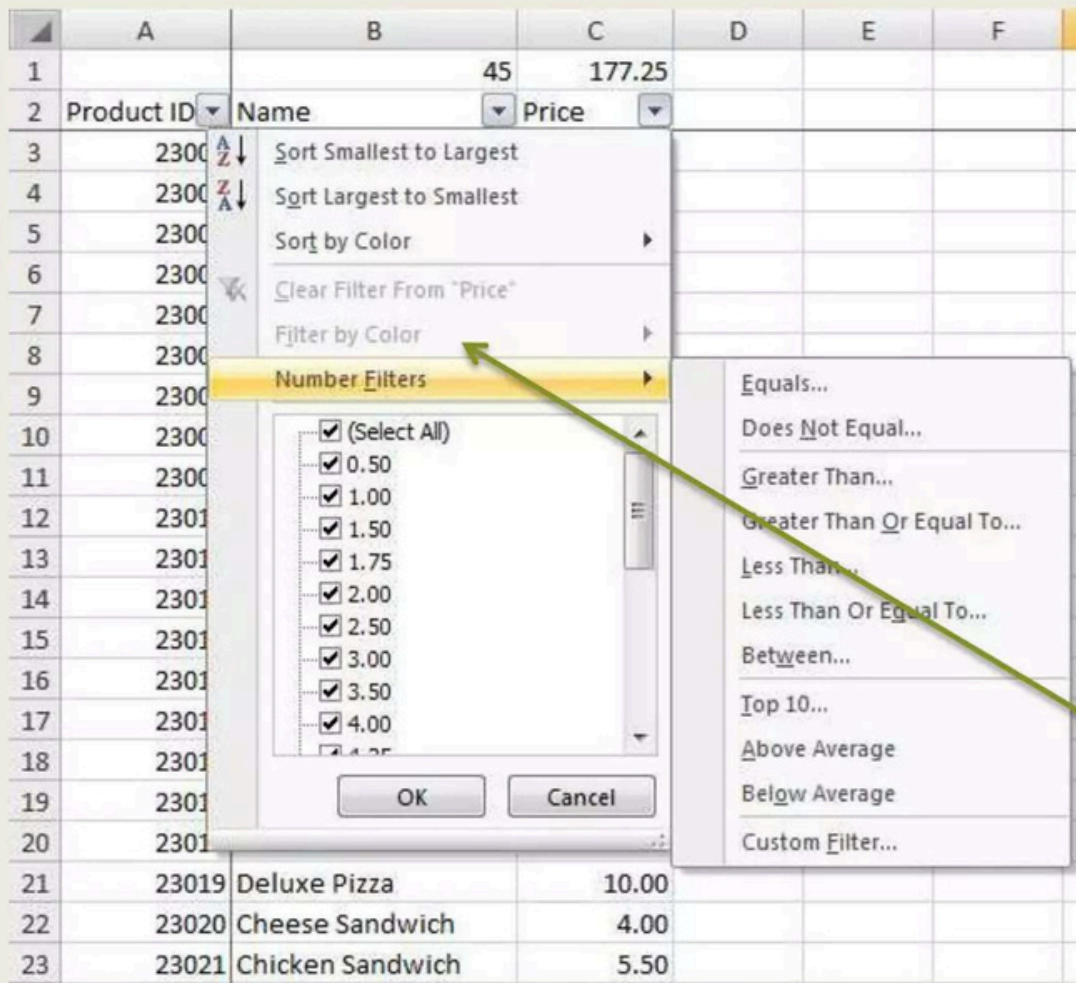
- Excel can filter on color, numbers, and more

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



# RESULTS

## Advanced Filtering



	A	B	C	D	E	F
1			45	177.25		
2	Product ID	Name	Price			
3	2300					
4	2300					
5	2300					
6	2300					
7	2300					
8	2300					
9	2300					
10	2300					
11	2300					
12	2301					
13	2301					
14	2301					
15	2301					
16	2301					
17	2301					
18	2301					
19	2301					
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 diagram illustrates the use of the =A1=B1 formula in Excel. It shows a transition from a formula being entered into cell C1 to the final result displayed in the cell.

	A	B	C
1	1	2	=A1=B1

→

	A	B	C
1	1	2	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

