

Welcome to world EXCEL



In Data Industry

- 1 — Data Analyst
- 2 — Business Analyst
- 3 — Data Scientist

Outside Data Industry

- 1 — Financial Analyst
- 2 — Demand Planner
- 3 — Supply Chain Analyst
- 4 — Accountant
- 5 — Operations Analyst

Excel Industry Use Cases

- 1.) Generate Management Reports**
- 2.) Tracking Tool**
- 3.) Project Management Tool**
- 4.) As a Database**

Module 0 - EXCEL BASICS



Takeaways

- Excel building blocks include sheets, cells, rows, columns, the ribbon menu, and the formula bar.
- An Excel workbook is saved with the extension **'xlsx'**.
- The most commonly used operations in Excel are **filtering, sorting, and conditional formatting**.

Takeaways

- For writing formula in a cell start with “=” sign
- Use **Format painter** tool, to copy paste formats
- Formulas covered – **SUM()**, **AVERAGE()**, **IF()**, **SUMIF()**

Takeaways

- Locking referenced cells in a formula **helps prevent dynamic changes** when the formula is copied or moved to another cell.
- **To lock a column or row reference**, put a '\$' in front of it. You can also use the **F4 key** to do the same.
- You have the **flexibility to lock** either rows or columns or both.

Takeaways

- **Named Ranges** allow calculations using descriptive names rather than cell references.
- Formulas will be automatically applied to **new rows**.
- Additional features such as **slicers**, **automatic totals**, and **filters** are available.
- **Table headers remain visible** when scrolling down, which is useful for large tables.

Takeaways

- The "**Recommended Charts**" feature in Excel suggests the most appropriate charts based on the selected data.
- Converting data into tables allows the automatic addition of new data to charts.
- The **UNIQUE()** function extracts unique values from a range or array.

Cell Formatting

Security

Takeaways

- **Merge & Center** option combines multiple cells into one cell and centers the content horizontally within the merged cell.
- **Format Painter** quickly copies and applies cell formatting to other cells or ranges in your spreadsheet.
- **Format Cells** dialog box helps you to customize cell appearance and behavior in your spreadsheet.
- **Wrap text** lets you display the cell contents over multiple lines instead of one.
- Excel provides several **security features** to help protect your spreadsheet from unauthorized access or modification.