

Excel Dashboard for Business Analytics

Agenda

In this session, we will discuss:

- Introduction to Excel Dashboards
- Importance of Data Cleaning
- Types of Functions
- Pivot Tables
- Getting started with Organizing Data
- Building Excel Dashboards

Introduction to Excel Dashboards

Introduction to Excel Dashboards

What is an Excel Dashboard?

- An Excel Dashboard is a visual representation of data that provides a quick, at-a-glance overview of key information, trends, and insights.
- Key Features:
 - Data Visualization: Graphs, charts, and tables
 - Interactivity: Filters, slicers, and user-friendly controls
 - Real-time Data: Automatic updates and data connections
 - Customization: Tailored to specific needs and preferences



Introduction to Excel Dashboards

Why Use Excel Dashboards?

- Benefits:
 - Data Clarity: Simplifies complex data into digestible visuals
 - Decision Support: Helps in making informed choices
 - Efficiency: Saves time through automation and real-time updates
 - Professional Reporting: Creates polished, professional-looking reports
- Use Cases:
 - Sales and Marketing: Tracking sales performance, marketing campaigns
 - Financial Analysis: Budgeting, expense tracking, financial forecasting
 - Project Management: Progress monitoring, resource allocation

Importance of Data Cleaning

Importance of Data Cleaning

What is Data Cleaning?

- Data cleaning, also known as data cleansing, is the process of identifying and correcting errors, inconsistencies, and inaccuracies in datasets.
- Missing values, duplicate entries, formatting errors, outliers, and inconsistencies in data.
- Poor data quality can lead to incorrect analysis, faulty insights, and unreliable decision-making.

Importance of Data Cleaning

Why Data Cleaning Matters

- Improved Accuracy: Clean data ensures more accurate analysis and decision-making.
- Cost Savings: Prevents costly errors and mistakes based on inaccurate data.
- Enhanced Efficiency: Saves time in data analysis and report generation.
- Data Integrity: Ensures trust in the data and the insights derived from it.

Importance of Data Cleaning

Data Cleaning Process

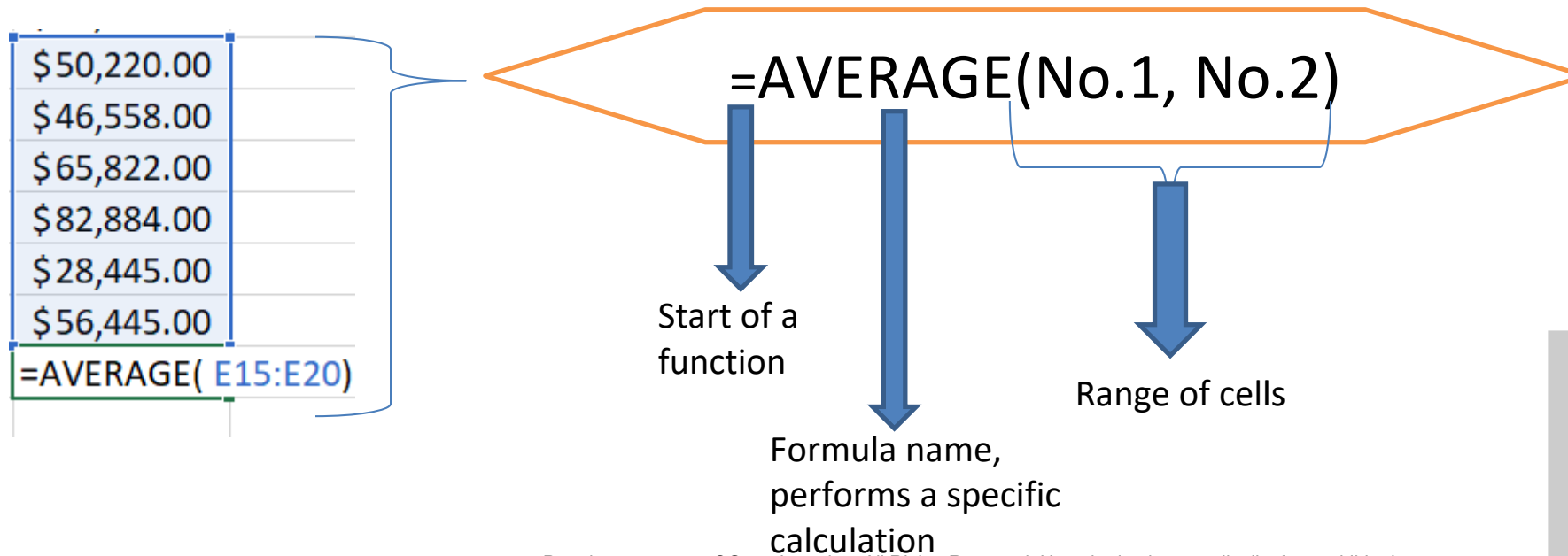
- Data Assessment: Understanding the data and its quality.
- Data Validation: Identifying errors, inconsistencies, and missing values.
- Data Transformation: Standardizing and formatting data.
- Data Enrichment: Adding missing information or context.
- Data Documentation: Maintaining a record of changes and cleaning processes.

Types of Functions

Types of Functions

What are Functions?

- They are pre defined instructions that perform specific calculations in a particular order in a spreadsheet.
- Basic syntax of function:-
= Formula(Range of cells)



Types of Functions

COUNTIF

- A function that counts the number of cells that match a specific condition.
= COUNTIF(Range, "Condition")

Types of Functions

LENGTH

- A function that returns the length of a text string.
= LEN(Cell)

Types of Functions

LEFT/RIGHT

- A function that returns specific number of characters from left/right side in a cell.
= LEFT(Cell, No. of characters)
= RIGHT(Cell, No. of characters)

Types of Functions

CONCATENATE

- A function that combines multiple text cells into a single cell.
= CONCATENATE(CELL-1, CELL-2)

Types of Functions

TRIM

- A function that removes extra unwanted spaces from the cell.
= TRIM(CELL-1)

Pivot Tables

Pivot Tables

What is a Pivot Table?

- A Pivot Table is a data processing tool in spreadsheet software (e.g., Excel) used for summarizing, analyzing, and presenting complex data.
- Key Features:
 - Drag-and-drop interface for organizing data
 - Aggregates data for insights
 - Dynamic and customizable
 - User-friendly for non-technical users

Pivot Tables

Why use Pivot Tables?

- Benefits:
 - Data Summarization: Easily summarize and reorganize data.
 - Quick Insights: Rapidly discover patterns and trends.
 - Flexibility: Adjust and experiment with data views.
 - Error Reduction: Minimize manual data manipulation errors.

Organizing Data in Excel

Building Excel Dashboards

Summary

Here is a brief recap:

- Data cleaning, also known as data cleansing, is the process of identifying and correcting errors, inconsistencies, and inaccuracies in datasets.
- They are pre-defined instructions that perform specific calculations in a particular order in a spreadsheet.
- A Pivot Table is a data processing tool in spreadsheet software (e.g., Excel) used for summarizing, analyzing, and presenting complex data.