



# Core Excel Skills for Data Analysts



**ARJUN K**

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# 1. Data Cleaning



- Remove duplicates
- Handle missing values
- Use data validation to maintain data quality

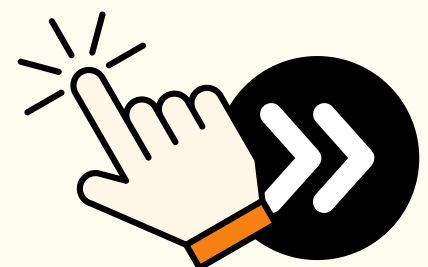
## Example

- Use Remove Duplicates to clean up email lists.

## Benefit

- Ensures accuracy and reliability of analysis.

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## **2. Data Analysis**

- Sort and filter data to find patterns
- Use formulas like SUM, AVERAGE, IF, COUNTIF, and VLOOKUP for calculations and conditional analysis

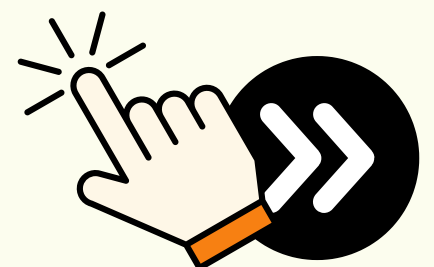
### **Example**

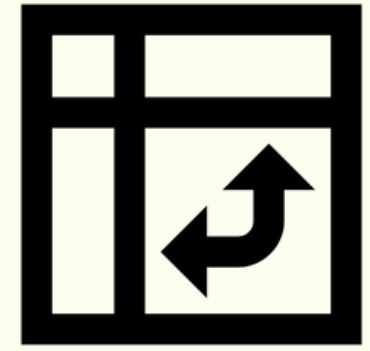
- Calculate total sales with SUMIFS.

### **Benefit**

- Quickly find insights from raw data.

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### **3. Pivot Tables**

- Group and summarize large datasets
- Use slicers to filter and explore data dynamically

#### **Example**

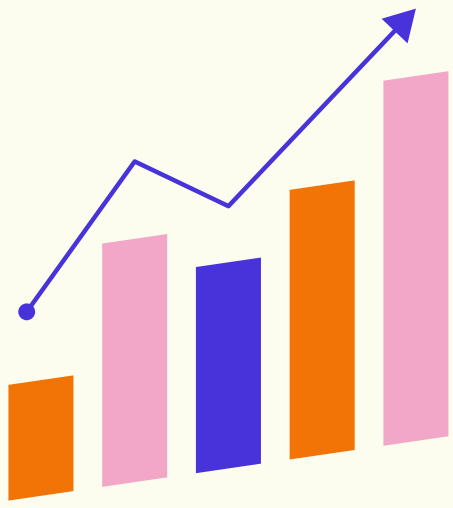
- Create a report showing monthly sales by region.

#### **Benefit**

- Saves time on data summarization.

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## 4. Data Visualization

- Create bar charts, line graphs, pie charts, and scatter plots
- Use conditional formatting to highlight important trends

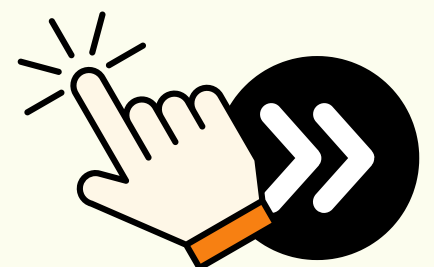
### Example

- Visualize sales trends with line charts.

### Benefit

- Makes data insights easy to understand.

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## 5. Advanced Functions



- Apply INDEX-MATCH for flexible lookups
- Use SUMIFS and COUNTIFS for multi-criteria aggregations
- Leverage array formulas for complex data calculations

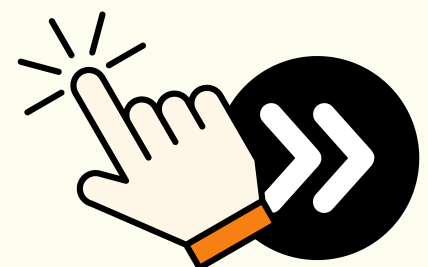
### Example

- Perform multi-criteria lookups with INDEX-MATCH.

### Benefit

- Enables complex calculations with ease.

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## **6. Importing & Exporting Data**

- Use Power Query to connect and transform data from different sources
- Export data to CSV, Excel, or other formats for sharing

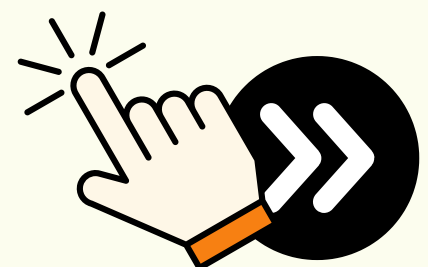
### **Example**

- Import sales data from a CSV file.

### **Benefit**

- Streamlines data integration and sharing.

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## 7. What-If Analysis



- Use Goal Seek to find input values for desired outcomes
- Apply Scenario Manager to compare different data scenarios
- Create Data Tables for sensitivity analysis

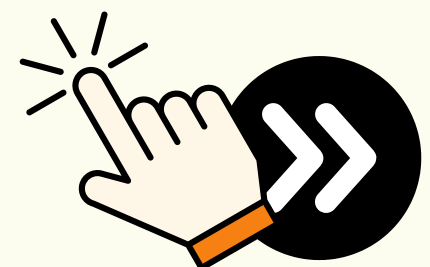
### Example

- Use Goal Seek to determine required sales to hit targets.

### Benefit

- Supports decision-making with data scenarios.

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## 8. Macros & VBA

- Record macros to automate repetitive tasks
- Write simple VBA scripts to enhance Excel functionality

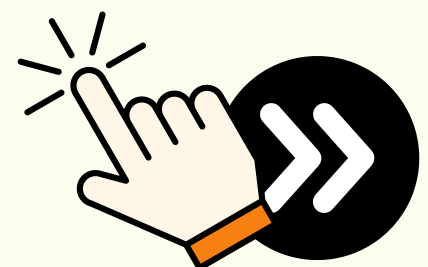
### Example

- Automate report generation with a macro.

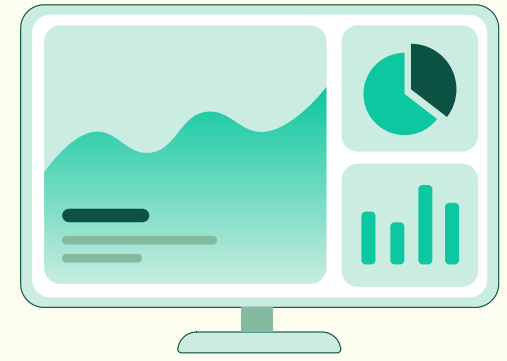
### Benefit

- Increases productivity and reduces errors.

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## 9. Dashboards



- Build interactive dashboards combining charts, tables, and slicers
- Use data visualization to tell compelling stories and present insights

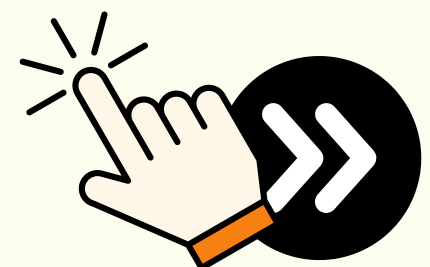
### Example

- Create a dashboard to track KPI progress.

### Benefit

- Provides a quick overview of key metrics.

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Useful**

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Data Analysis? Follow for more tips!**

