

Data Analysis Steps in Excel

1. Data Formatting (to make it readable)

2. Data Study (using filters)

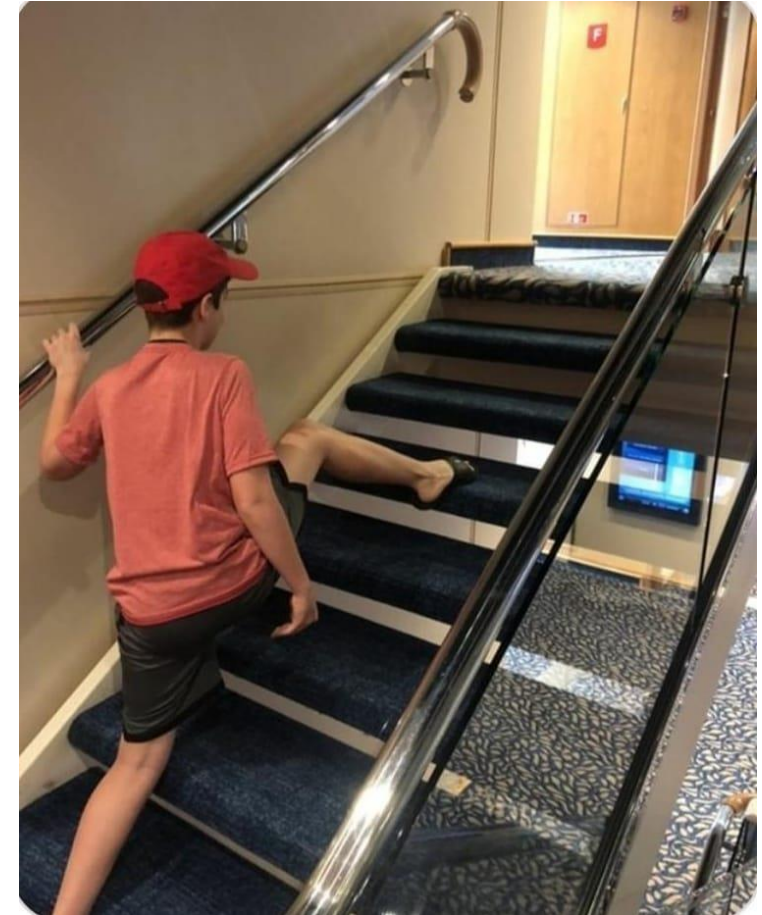
3. Listing the Requirement

4. Analysis

i) Using Functions

ii) Using Pivots

5. Data Presentation





Formatting Techniques

- Why we need Formatting?
- Formatting techniques -Font, Cell Alignment Formatting
- Number and Date Formatting
- Format Worksheets and Workbooks

Why we need Formatting?

- To make our data readable
- To make it attractive and clear for better understanding

Name	Age	Incom
Ayush Sola		
Ram Kuma		
Roh		

V/S

<u>Name</u>	<u>Age</u>	<u>Income</u>
Ayush Solanki	29	41,211
Ram Kumar Yadav	22	34,500
Rohit Mittal	24	56,000

Formatting



Formatting Techniques



Font Formatting: Type, Size, Style, Color, Strikethrough etc



Cell Formatting: Borders, fill colours



Alignment: Text Alignment, Wrap text, Merge cells



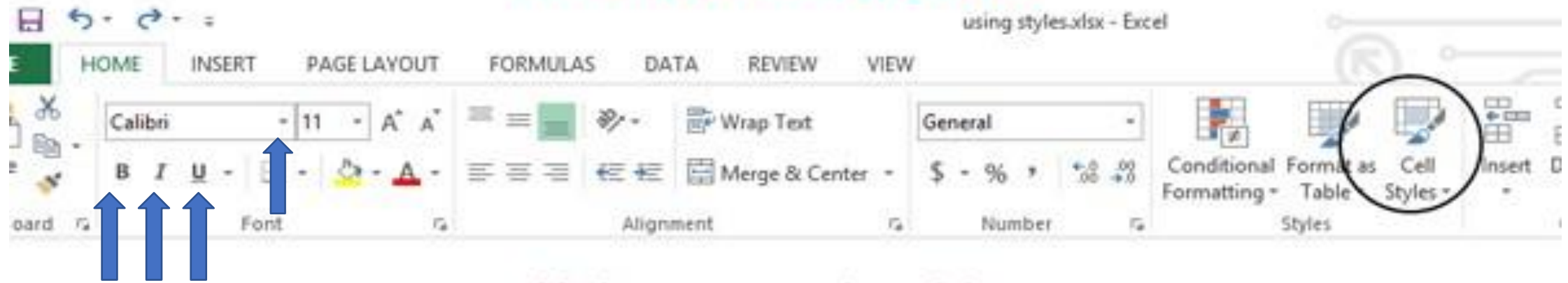
Modifying Columns, Rows and Cells: Inserting, deleting, moving, and hiding rows and columns



Formatting text and Numbers

Font Formatting

If the screen is narrow:

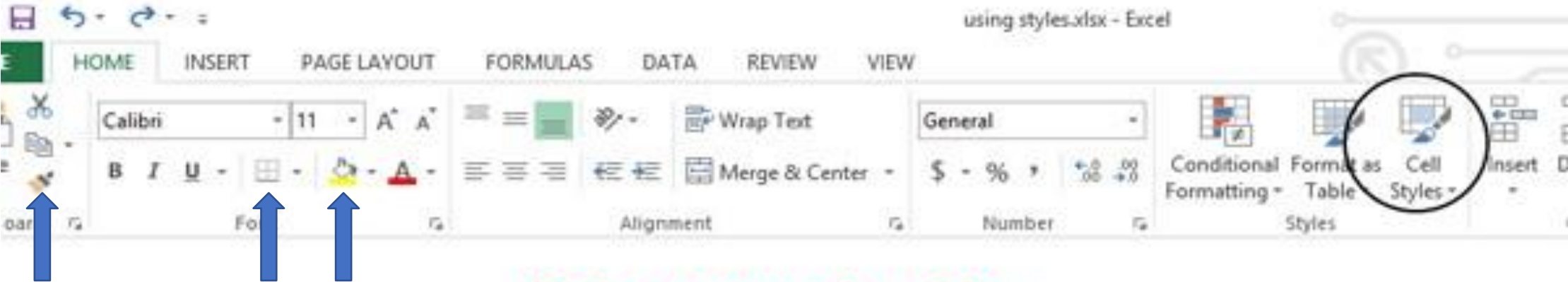


If the screen is wide:



Cell Formatting

If the screen is narrow:



If the screen is wide:



Alignment

Merge and Center in Excel

File Home Data Review View Developer Home Insert

Cut Copy Paste Format Pair Clipboard

ab Wrap Text

ab Wrap Text

ab Merge & Center

ab Merge & Center

ab Merge Across

ab Merge Cells

ab Unmerge Cells

Alignment

Sales and Order

Merged Cell

Month Of Order	Date of Order	Product Class	Owner	Quantity Sold	in New Quantity
Nov-18	09-11-2018	Class 1	John	12	
Nov-18	09-11-2018	Class 1	Sam	16	
Nov-18	09-11-2018	Class 1	Rose	12	
Nov-18	09-11-2018	Class 1	Mili	23	
Nov-18	09-11-2018	Class 1	Kane	55	
Nov-18	09-11-2018	Class 1	Miller	67	
Nov-18	19-11-2018	Class 1	Peter	1	
Nov-18	19-11-2018	Class 1	Mini	34	
Nov-18	19-11-2018	Class 1	Shina	56	

Salary Data		
Age	Salary	Status
29	44255	1
48	36068	1
71	36351	0
43	40218	0
89	33328	0
84	75425	1

Formatting Text and Numbers

The image shows the Excel Number Format dropdown menu with various options and their descriptions:

- General** (ABC 123): General. No specific format. *General is the default format for any cell. When you enter a number into the cell, Excel will guess the number format that is most appropriate.*
- Number** (12): Number list. *Number formats numbers with decimal places.*
- Currency** (€): Currency list. *Currency formats numbers as currency with a currency symbol.*
- Accounting** (€): Accounting list. *Accounting formats numbers as monetary values like the Currency format, but it also aligns currency symbols and decimal places within columns.*
- Short Date** (MM/DD/YYYY): Short Date list. *Short Date formats numbers as M/D/YYYY.*
- Long Date** (Weekday, Month DD, YYYY): Long Date list. *Long Date formats numbers as Weekday, Month DD, YYYY.*
- Time** (clock icon): Time list. *Time formats numbers as HH/MM/SS and notes AM or PM.*
- Percentage** (%): Percentage list. *Percentage formats numbers with decimal places and the percent sign.*
- Fraction** (1/2): Fraction list. *Fraction formats numbers as fractions separated by the forward slash.*
- Scientific** (10²): Scientific list. *Scientific formats numbers in scientific notation.*
- Text** (ABC): Text list. *Text formats numbers as text, meaning that what you enter into the cell will appear exactly as it was entered.*
- More Number Formats...**: *You can easily customize any format in More Number Formats.*