Data Analysis Steps in Excel

1. Data Formatting (to make it readable)

2. Data Study (using filters)
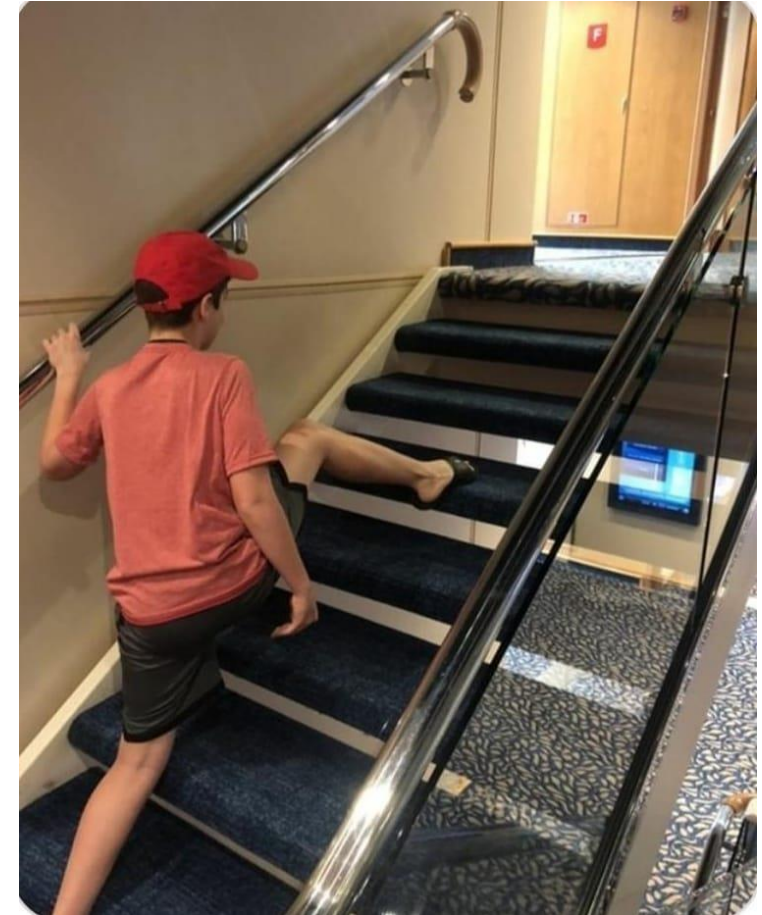
3. Listing the Requirement

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

Name	**Age**	**Income**
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

Cell Formatting
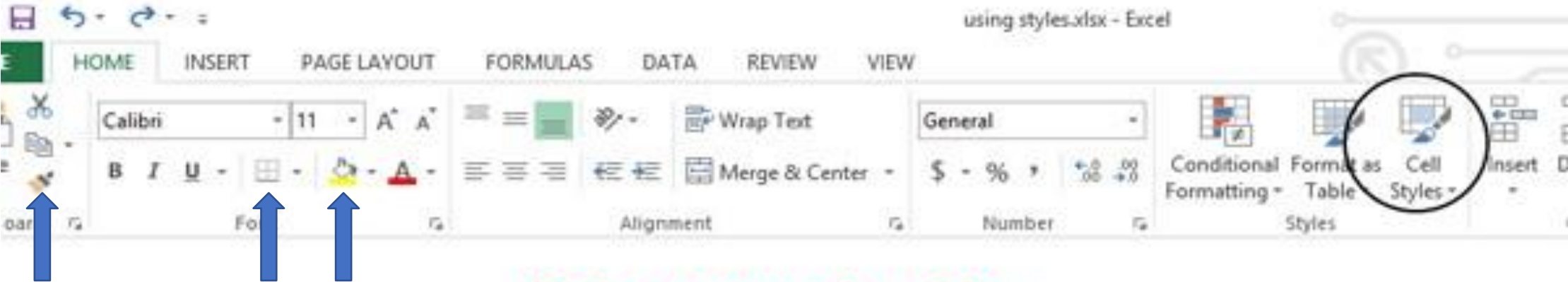
Alignment

Formatting Text and Numbers