



MS Excel Basics

Duration: 3 Hours



Icebreaker/Poll



How many people do you think use Excel?

Option 1: Some thousands of people

Option 2: Half a million people

Option 3: Half a billion people

Option 4: Do not know



Session Overview

MS Excel Basics

In this session, you will learn how to:

Excel navigation and shortcuts.



Apply filters and formatting techniques.



Handle data using in-built Excel functions.





MS Excel

Hi Maria, Good Morning!

Hi John, What tools am I going to learn during this internship?

Let's look at the tools you will learn during internship.

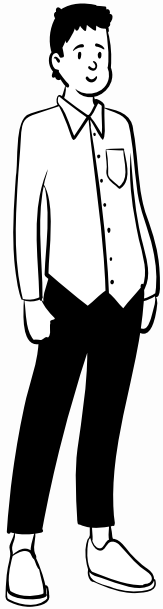




MS Excel

Are you comfortable with MS Excel?

A bit! I have used Excel just to store data in tabular format.



Why did you choose Excel ?

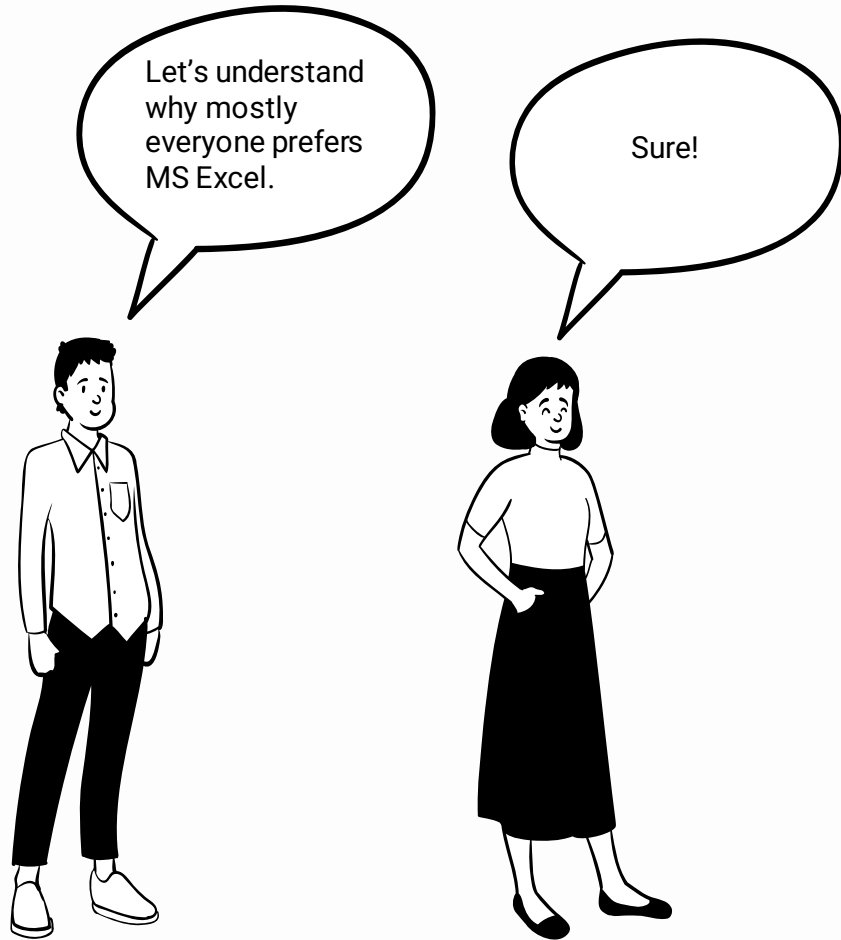
I never thought about that.





MS Excel

Reasons Why Excel Is Still Relevant.



Quick Access

You can get what you need quickly – no waiting for the IT department to deal with your question.



Flexible

When you know Excel, it tends to be incredibly flexible.



Marketable Skill

Most organisations use Excel – it's a very marketable skill.



MS Excel

Reasons Why Excel Is Still Relevant



Efficient Analysis

Big systems are great for delivering clean data – Excel allows you to do something with it.

Community Benefits

There is a huge amount of help there for Excel users.

Better Sharing

Excel has got efficient sharing capabilities.



MS Excel

What Is Excel Used for?

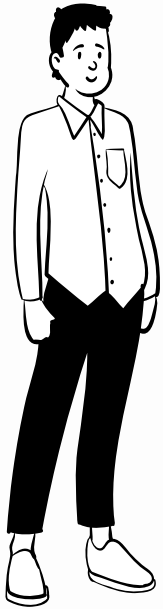
- A powerful data visualization and analysis software, which uses spreadsheets to store, organize, and track data sets with formulas and functions.
- Store, analyse, and report on large amounts of data.
- Primarily known as an accounting tool but can be used by any professional to manage long and unwieldy datasets.





MS Excel

Let's try some
in hands on in
MS Excel.



Sure, What kind of
data are we going
to use?



We have received
some data from Sales
Team, that needs to
be analyzed.



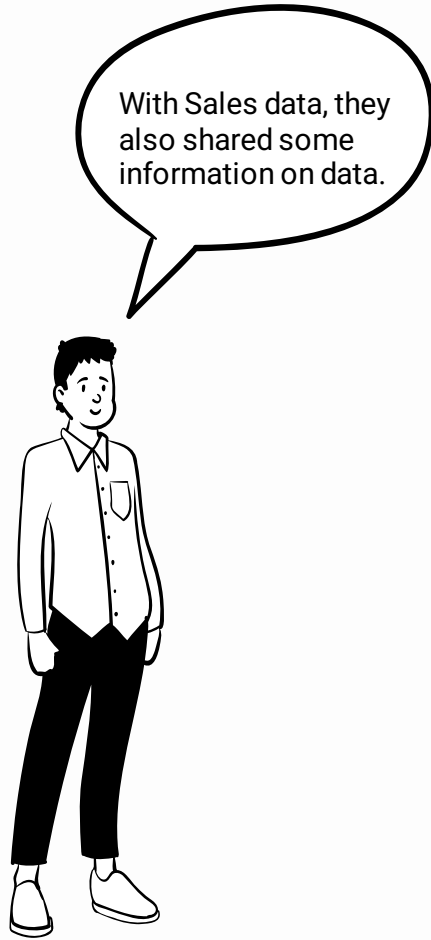
Let's do it!





Activity

Understanding Sales Data



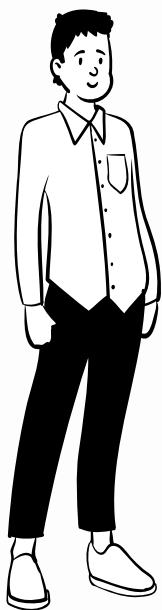
Column Name	Description
Year	Year of Sale
Quarter	Quarter of Sale (Q1,Q2,Q3,Q4)
Geography	Region of Sale
Product Segment	Category of Product
Product	Product Name
Sales	Total Sales Amount(\$)
Sales Returns	Amount spend of Returns(\$)



Activity

Understanding Sales Data

This is our data.
Tell me what
you observe?

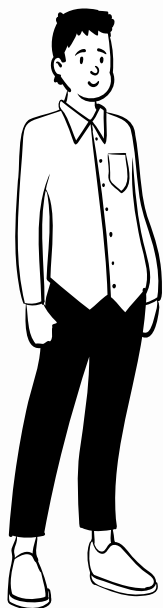


	A	B	C	D	E	F	G	H	
1	Year	Quarter	Geography	Product Segment	Prod	uct	Sales	Sales Returns	
2	2020	4	West	Commercial Security	Digital Co	mmunicator	1968907	\$ 4,57,514	
3	2020	1	East	Home Entertainment	Sound Syst	ems	8683228	2,00,405	
4	2020	4	East	Commercial Security	Digital Co	mmunicator	7740713	4,94,070	
5	2020	4	East	Other Durables	Digital Li	ghting	7927526	5,02,810	
6	2020	1	South	Home Security	Intercom		4383598	58,589	
7	2020	4	North	Other Durables	Computers	& Parts	\$ 87,54,448	639806	
8	2020	1	South	Other Durables	Computers	& Parts	\$ 56,84,234	129145	
9	2020	2	South	Home Entertainment	Sound Syst	ems	\$ 84,50,306	399642	
10	2020	4	South	Other Durables	Digital Li	ghting	\$ 56,91,039	400914	
11	2020	1	East	Commercial Security	Digital Co	mmunicator	\$ 37,61,989	\$ 6,24,746	
12	2020	1	West	Other Durables	Computers	& Parts	\$ 44,76,181	\$ 3,50,762	
13	2020	1	West	Home Security	Intercom		\$ 47,36,562	\$ 1,13,156	
14	2020	2	West	Other Durables	Projectors		\$ 76,81,847	\$ 24,897	



Demonstration

Let's fix this data.



	A	B	C	D	E	F	G	H	I
1	Year	Quarter	Geography	Product Segment	Product	Sales	Res	Returns	
2	2020	4	West	Commercial Services	Digital Communications	1968907	#####		
3	2020	1	East	Entertainment Systems		8683228	#####		
4	2020	4	East	Commercial Services	Digital Communications	7740713	#####		
5	2020	4	East	Consumer Durables	Digital Lighting	7927526	#####		
6	2020	1	South	Home Security	Intercom	+	4383598	58,589	
7	2020	4	North	Consumer Durables	Computer & Parts	#####	639806		
8	2020	1	South	Consumer Durables	Computer & Parts	#####	129145		
9	2020	2	South	Entertainment Systems		#####	399642		
10	2020	4	South	Consumer Durables	Digital Lighting	#####	400914		
11	2020	1	East	Commercial Services	Digital Communications	#####	#####		
12	2020	1	West	Consumer Durables	Computer & Parts	#####	#####		
13	2020	1	West	Home Security	Intercom	#####	#####		
14	2020	2	West	Consumer Durables	Projectors	#####	#####		
15	2020	2	South	Consumer Durables	Computer & Parts	#####	#####		
16	2020	4	West	Entertainment Systems	LEDs	7141585	#####		
17	2020	1	North	Consumer Durables	Digital Lighting	7205600	#####		



Demonstration

Adjusting Column Width

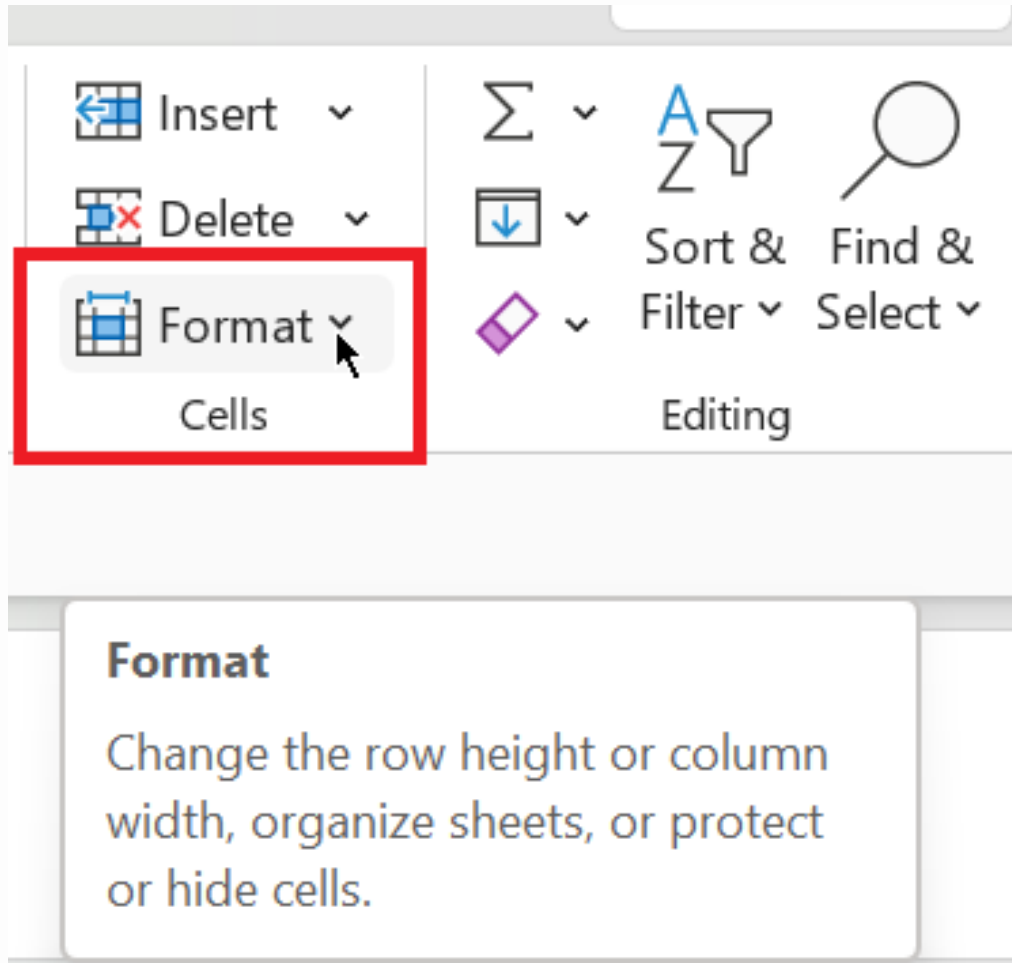
	A	B	C	D	E	F	G	H	I
1	Year	Quarter	Geography	Product Segment	Product	Sales	Res	Returns	
2	2020	4	West	Commercial Se	Digital Communicat	1968907	#####		
3	2020	1	East	Entertain	ound Systems	8683228	#####		
4	2020	4	East	Commercial Se	Digital Communicat	7740713	#####		
5	2020	4	East	er Dural	Digital Lighting	7927526	#####		
6	2020	1	South	me Secur	intercom	4383598	58,589		
7	2020	4	North	er Dural	omputer & Parts	#####	639806		
8	2020	1	South	er Dural	omputer & Parts	#####	129145		
9	2020	2	South	Entertain	ound Systems	#####	399642		
10	2020	4	South	er Dural	Digital Lighting	#####	400914		
11	2020	1	East	Commercial Se	Digital Communicat	#####	#####		
12	2020	1	West	er Dural	omputer & Parts	#####	#####		
13	2020	1	West	me Secur	intercom	#####	#####		
14	2020	2	West	er Dural	Projectors	#####	#####		
15	2020	2	South	er Dural	omputer & Parts	#####	#####		
16	2020	4	West	Entertain	LEDs	7141585	#####		
17	2020	1	North	er Dural	Digital Lighting	7205600	#####		

Step 1: Select the columns you want to change.
(in this case, all columns are selected.)



Demonstration

Adjusting Column Width



Step 2: On the Home tab, in the Cells group, click Format.

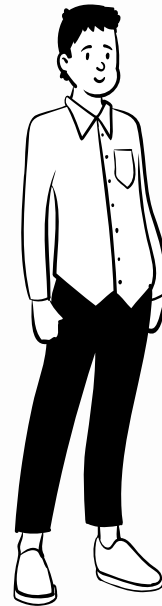
Step 3: In the Column width box, type the value that you want.



Demonstration

Formatting Data Types

What would you do
if the entries are in
different formats?



	G	H
	Sales	Sales Returns
r	1968907	\$ 4,57,514
	8683228	2,00,405
r	7740713	4,94,070
	7927526	5,02,810
	4383598	58,589
	\$ 87,54,448	639806
	\$ 56,84,234	129145
	\$ 84,50,306	399642
	\$ 56,91,039	400914
r	\$ 37,61,989	\$ 6,24,746
	\$ 44,76,181	\$ 3,50,762
	\$ 47,36,562	\$ 1,13,156
	\$ 76,81,847	\$ 24,897



Demonstration

Formatting Data Types

F	G	H
uct	Sales	Sales Returns
mmun	1968907	\$ 4,57,514
ems	8683228	2,00,405
mmunicator	7740713	4,94,070
ghting	7927526	5,02,810
	4383598.00	58,589
& Parts	8754448.00	639806
& Parts	5684234.00	129145
ems	8450306.00	399642
ghting	5691039.00	400914
mmunicator	3761989.00	\$ 6,24,746
& Parts	4476181.00	\$ 3,50,762
	4736562.00	\$ 1,13,156
	7681847.00	\$ 24,897
& Parts	6801314.00	\$ 2,10,686
	7141585	\$ 1,03,261
ghting	7395699	\$ 1,32,617
ems	4440476	\$ 6,79,512
	9968069	642661

Step 1: Select the range of cells which need to be converted.



Demonstration

Formatting Data Types

F	G	H
uct	Sales	Sales Returns
mmun	1968907	\$ 4,57,514
ems	8683228	2,00,405
mmunicator	7740713	4,94,070
ghting	7927526	5,02,810
	4383598.00	58,589
& Parts	8754448.00	639806
& Parts	5684234.00	129145
ems	8450306.00	399642
ghting	5691039.00	400914
mmunicator	3761989.00	\$ 6,24,746
& Parts	4476181.00	\$ 3,50,762
	4736562.00	\$ 1,13,156
	7681847.00	\$ 24,897
& Parts	6801314.00	\$ 2,10,686
	7141585	\$ 1,03,261
ghting	7395699	\$ 1,32,617
ems	4440476	\$ 6,79,512
	9968069	642661

Step 2: Next to the selected cell or range of cells, click the error button that appears.



Demonstration

Formatting Data Types

uct	Sales	Sales Returns
menu	1968907	\$ 4,57,514
t e	8683378	7 00 405
menu		
gh		
s & F		
s & F		
t e		
gh		
menu		
s & F		
s	7681847.00	\$ 24,897
s & Parts	6801314.00	\$ 2,10,686
	7141585	\$ 1,03,261
ghting	7395699	\$ 1,32,617
t ems	4440476	\$ 6,79,512
	9968069	642661

Step 3: On the menu, click Convert to Number.

Note: For more information on customizing number format and the available number formats, refer the following doc.

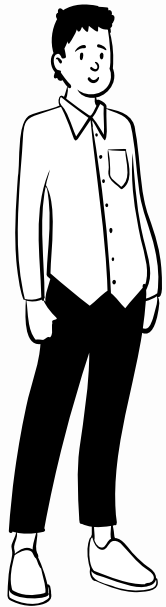
<https://support.microsoft.com/en-us/office/available-number-formats-in-excel-0afe8f52-97db-41f1-b972-4b46e9f1e8d2>



Demonstration

Hiding & Unhiding Columns

What would you do
if data has too
many columns?



	A	B	C	D	E	F	G	H
1	Year	Quarter	Geography	Product Segment	Prod	uct	Sales	Sales Returns
2	2020	4	West	Commercial Security	Digital Co	mmunicator	1968907	\$ 4,57,514
3	2020	1	East	Home Entertainment	Sound Syst	ems	8683228	2,00,405
4	2020	4	East	Commercial Security	Digital Co	mmunicator	7740713	4,94,070
5	2020	4	East	Other Durables	Digital Li	ghting	7927526	5,02,810
6	2020	1	South	Home Security	Intercom		4383598	58,589
7	2020	4	North	Other Durables	Computers	& Parts	\$ 87,54,448	639806
8	2020	1	South	Other Durables	Computers	& Parts	\$ 56,84,234	129145
9	2020	2	South	Home Entertainment	Sound Syst	ems	\$ 84,50,306	399642
10	2020	4	South	Other Durables	Digital Li	ghting	\$ 56,91,039	400914



Demonstration

Hiding Columns

A	B	C	D	E	F
Year	Quarter	Geography	Product	Product	Product
2020	4	West	Communicator	Digital Co	Communicator
2020	1	East	Sound System	Digital Co	Communicator
2020	4	East	Sound System	Digital Co	Communicator
2020	4	East	Sound System	Digital Co	Communicator
2020	1	South	Sound System	Digital Co	Communicator
2020	4	North	Sound System	Digital Co	Communicator
2020	1	South	Sound System	Digital Co	Communicator
2020	2	South	Sound System	Digital Co	Communicator
2020	4	South	Sound System	Digital Co	Communicator
2020	1	East	Sound System	Digital Co	Communicator
2020	1	West	Sound System	Digital Co	Communicator
2020	1	West	Sound System	Digital Co	Communicator
2020	2	West	Sound System	Digital Co	Communicator
2020	2	South	Sound System	Digital Co	Communicator
2020	4	West	Sound System	Digital Co	Communicator
2020	1	North	Sound System	Digital Co	Communicator
2020	4	East	Sound System	Digital Co	Communicator
2020	3	West	Sound System	Digital Co	Communicator
2020	2	South	Sound System	Digital Co	Communicator
2020	2	West	Sound System	Digital Co	Communicator
2020	4	West	Sound System	Digital Co	Communicator
2020	4	West	Sound System	Digital Co	Communicator
2020	4	South	Sound System	Digital Co	Communicator
2020	4	East	Sound System	Digital Co	Communicator
2020	4	East	Sound System	Digital Co	Communicator
2020	4	South	Sound System	Digital Co	Communicator
2020	4	West	Sound System	Digital Co	Communicator
2020	4	West	Sound System	Digital Co	Communicator
2020	2	South	Sound System	Digital Co	Communicator
2020	4	East	Sound System	Digital Co	Communicator

Step 1: Select the columns to hide.

Step 2: Right click on header and select Hide.

Note: The double line between two columns is an indicator that you've hidden a column.



Demonstration

Unhiding Columns

B1					Quarter				
	A	B		E	F				
1	Year	Quarter		Prod	uct				
2	2020	4		Digital Co	mmunicator				
3	2020	1		Sound Syst	ems				
4	2020	4		Digital Co	mmunicator				
5	2020	4		Digital Li	ghting				
6	2020	1		Intercom					
7	2020	4		Computers	& Parts				
8	2020	1		Computers	& Parts				
9	2020	2		Sound Syst	ems				
10	2020	4		Digital Li	ghting				
11	2020	1		Digital Co	mmunicator				
12	2020	1		Computers	& Parts				

Step 1: Double lines denote hidden columns. Right click on them.

Step 2: Select Unhide.



Demonstration

More Features



- Trim
- Freezing Panes
- Bold-Italicize-Underline
- Filtering a Range of Data
- Filtering Data from a Table
- Using Between Filter
- Sorting Data
- Converting Numbers to Currency



Demonstration

Trimming Extra Spaces

TRIM function removes all spaces from text except for single spaces between words.

Syntax:

=TRIM(text)

C	D	E	F	G	H	I	J
Geography	Product Segment	Prod	uct	Sales	Sales Returns		
West	Commercial Security	Digital Co	mmunicator	1968907	\$ 457,514		=TRIM(C2)
East	Home Entertainment	Sound Syst	ems	8683228	200,405		
East	Commercial Security	Digital Co	mmunicator	7740713	494,070		
East	Other Durables	Digital Li	ghting	7927526	502,810		
South	Home Security	Intercom		4383598	58,589		
North	Other Durables	Computers	& Parts	\$ 8,754,448	639806		
South	Other Durables	Computers	& Parts	\$ 5,684,234	129145		
South	Home Entertainment	Sound Syst	ems	\$ 8,450,306	399642		
South	Other Durables	Digital Li	ghting	\$ 5,691,039	400914		
East	Commercial Security	Digital Co	mmunicator	\$ 3,761,989	\$ 624,746		
West	Other Durables	Computers	& Parts	\$ 4,176,181	\$ 350,762		



Demonstration

Freeze Panes

The screenshot shows the Excel ribbon with the 'View' tab selected. The 'Freeze Panes' button is highlighted, and its dropdown menu is open. The 'Freeze Top Row' option is selected, which is highlighted in green. The worksheet below shows a table with the following data:

Year	Quarter	Geography	Product Segment	Prod	Returns
2020	4	West	Commercial Security	Digital Co	\$7,514
2020	1	East	Home Entertainment	Sound Syst	\$0,405
2020	4	East	Commercial Security	Digital Co	\$4,070
2020	4	East	Other Durables	Digital Li	
2020	1	South	Home Security	Intercom	
2020	4	North	Other Durables	Computers	\$87,54,448
2020	1	South	Other Durables	Computers	\$56,84,234
2020	2	South	Home Entertainment	Sound Syst	\$84,50,306
2020	4	South	Other Durables	Digital Li	\$56,91,039
2020	1	East	Commercial Security	Digital Co	\$37,61,989
2020	1	West	Other Durables	Computers	\$44,76,181
2020	1	West	Home Security	Intercom	\$47,36,562
2020	2	West	Other Durables	Projectors	\$76,81,847
2020	2	South	Other Durables	Computers	\$68,01,314
2020	4	West	Home Entertainment	LEDs	\$714,1585
2020	1	North	Other Durables	Digital Li	\$739,5699
2020	4	East	Home Entertainment	Sound Syst	\$444,0476
2020	3	West	Home Entertainment	LEDs	\$996,8069
2020	2	South	Home Security	Intercom	\$310,1753
2020	2	West	Home Entertainment	Sound Syst	\$40,05,347
2020	4	West	Other Durables	Computers	\$30,79,384
2020	4	West	Home Entertainment	Sound Syst	\$79,14,609
2020	4	South	Other Durables	Projectors	\$87,29,647
2020	4	East	Other Durables	Computers	\$31,34,124

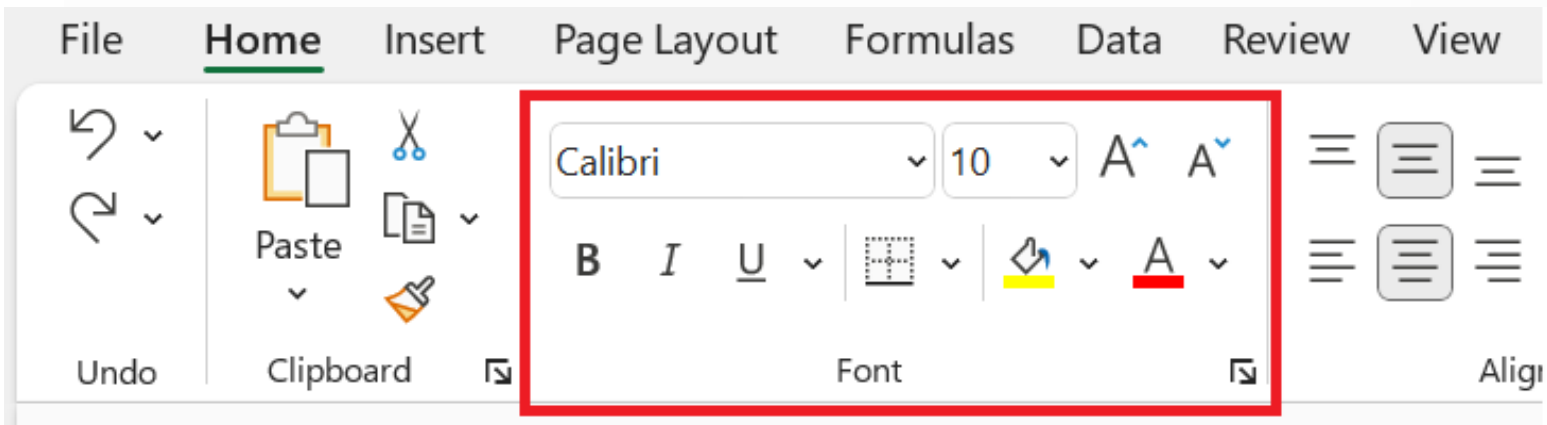
Step 1: Select the row/column to freeze.

Step 2: View > Free Panes > Free Top row



Demonstration

Bold-Italicize-Underline



Step 1: Select the cell/row/column

Step 2: Click the Bold, Italic, or Underline buttons on the Home tab

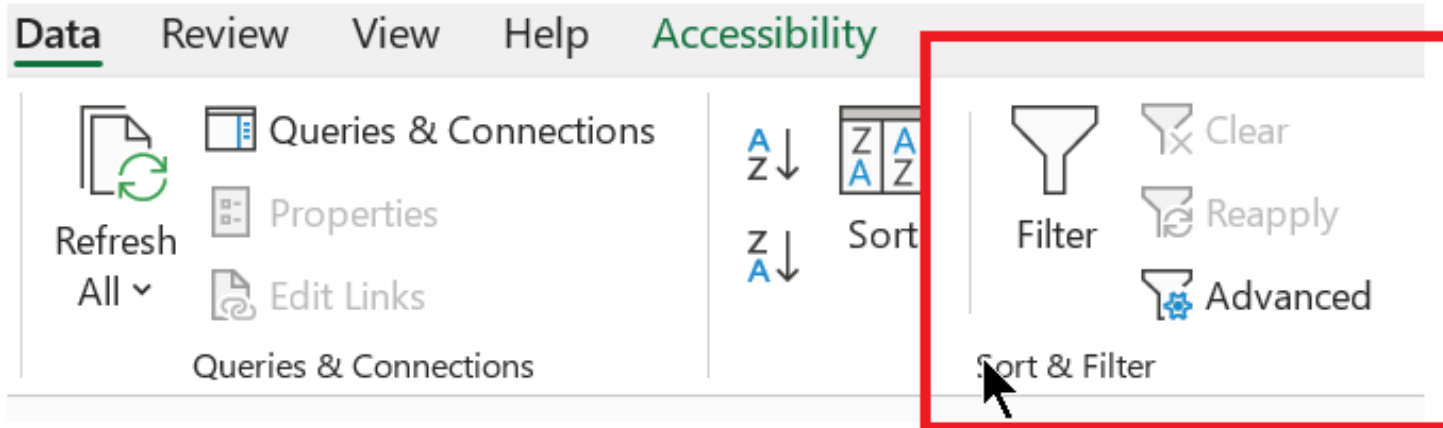
Shortcuts:

- To make text bold, press Ctrl + B
- To italicize text, press Ctrl + I
- To underline text, press Ctrl + U



Demonstration

Filtering a Range of Data



Step 1: Select any cell within the range.

Step 2: Select Data > Filter.

Step 3: Select the column header arrow Filter arrow.

Step 4: Select Text Filters or Number Filters, and then select a comparison, like Between.

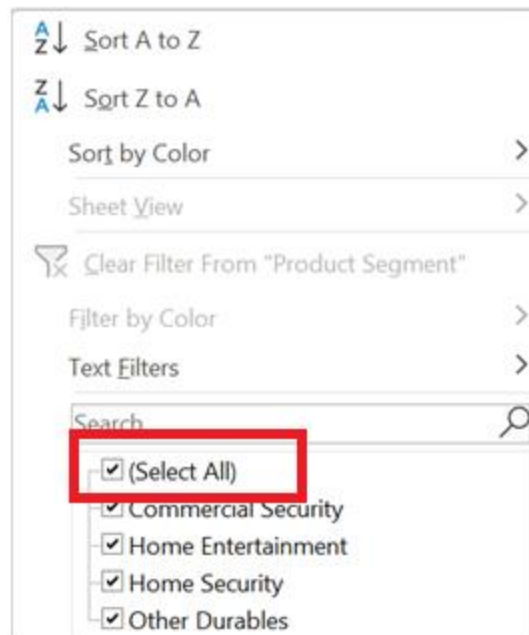


Demonstration

Filtering Data from a Table

A		D	
Year		Product Segment	
2020		Commercial Security	
2020		Home Entertainment	
2020		Commercial Security	
2020		Other Durables	

Step 1: Select the column header arrow
Filter drop-down arrow for the column
you want to filter.



Step 2: Uncheck (Select All) and select
the boxes you want to show.



Demonstration

Using Between Filter

The screenshot shows the 'Filter' dialog box in Google Sheets. The 'Number Filters' option is highlighted with a red box. A secondary menu is open, showing various comparison operators, with 'Between...' highlighted by a red box and a mouse cursor pointing to it. The background shows a spreadsheet with a column of sales return values.

H
Sales Returns
\$ 4,57,514
2,00,405
4,94,070
5,02,810

Step 1: Select Text Filters or Number Filters, and then select a comparison, like Between.



Demonstration

Using Between Filter

Custom AutoFilter

Show rows where:
SalesAmount

is greater than or equal to 1000

☒ And ☐ Or

is less than or equal to 7000

Use ? to represent any single character
Use * to represent any series of characters

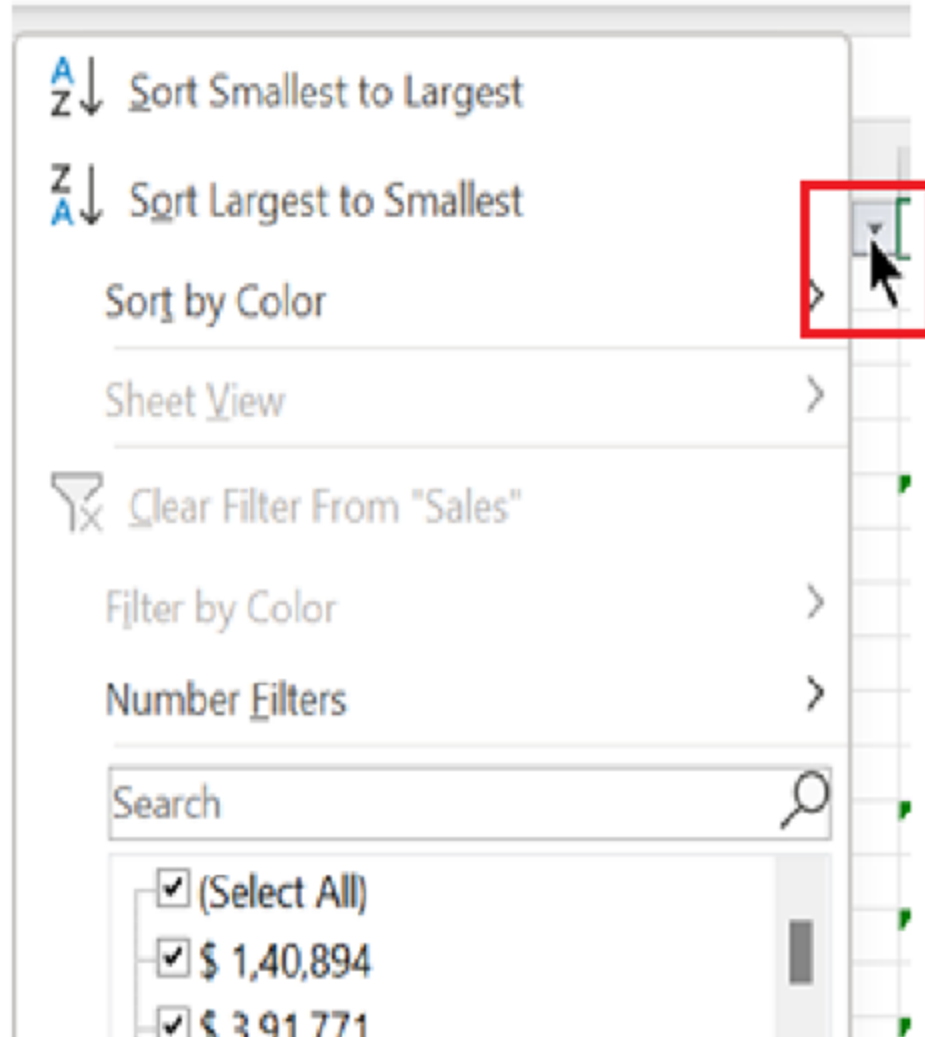
OK Cancel

Step 2: Enter the filter criteria and select OK.



Demonstration

Sorting Data



Step 1: Select a cell in the column you want to sort.

Step 2: On the Data tab, in the Sort & Filter group, do one of the available sorting.

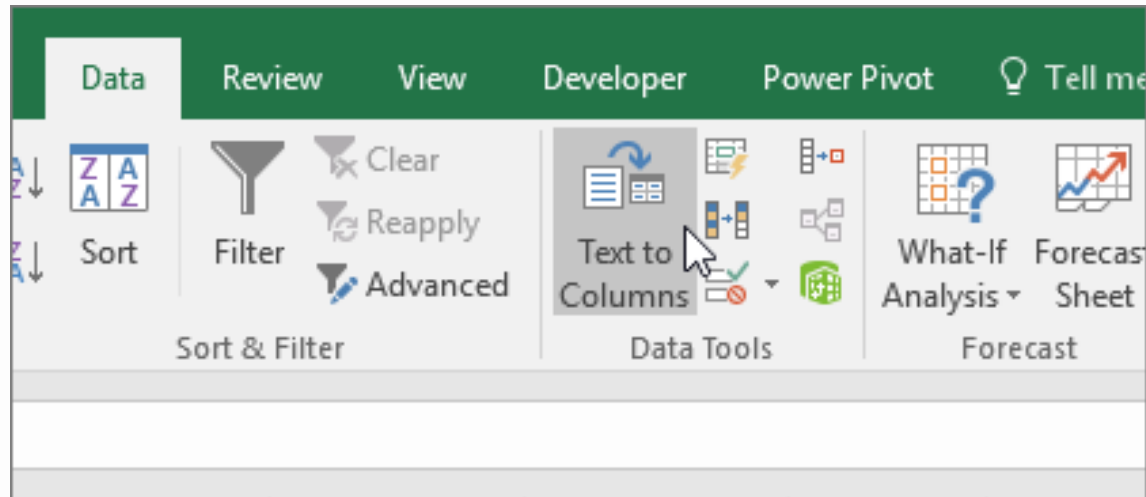


Demonstration

Converting Numbers to Currency

G
Sales
1968907
8683228
7740713
7927526
4383598
\$ 87.54.448

Step 1: Select a column



Step 2: Go to data and click this button
“Text to column”



Demonstration

Converting Numbers to Currency

General	Sample
Number	Expenses
Currency	
Accounting	Decimal places: 2
Date	Symbol: None
Time	Negative numbers:
Percentage	-1,234.10
Fraction	1,234.10
Scientific	(1,234.10)
Text	(1,234.10)
Special	
Custom	

Step 3: Right click the column that has the currency values.

Step 4: Click symbol. Choose the required currency.



Quiz

MCQSA

What would you do when you lose sight of the column headers while scrolling down the spreadsheet?

1. Freeze column headers
2. Filter column headers
3. Hide column headers
4. Sort column headers

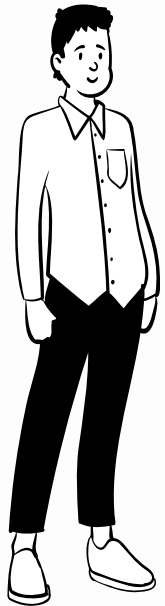




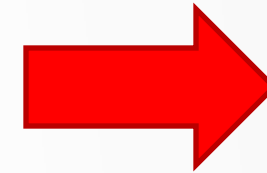
Demonstration

Concatenation

In our dataset,
Product column is
split, We must fix
that.



E	F
Prod	uct
Digital Co	mmunicator
Sound Syst	ems
Digital Co	mmunicator
Digital Li	ghting
Intercom	
Computers	& Parts
Computers	& Parts
Sound Syst	ems
Digital Li	ghting
Digital Co	mmunicator
Computers	& Parts
Intercom	
Projectors	



G
Product
Digital Communicator
Sound Systems
Digital Communicator
Digital Lighting
Intercom
Computers& Parts
Computers& Parts
Sound Systems
Digital Lighting
Digital Communicator
Computers& Parts
Intercom
Projectors



Demonstration

Concatenation

Merge them into one column using “=CONCATENATE(cell 1, cell 2)”.

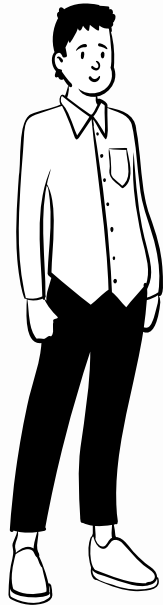
E	F	G
Prod	uct	=CONCATENATE(E1,F1)



Demonstration

More Features

Let us try to make
this data more
readable.



- Splitting column data
- Splitting column data by Index
- Removing duplicates
- Border cell formatting
- Conditional formatting



Demonstration

Splitting a Column

Product Segment
Commercial Security
Home Entertainment
Commercial Security
Other Durables
Home Security
Other Durables
Other Durables
Home Entertainment
Other Durables
Commercial Security
Other Durables
Home Security
Other Durables

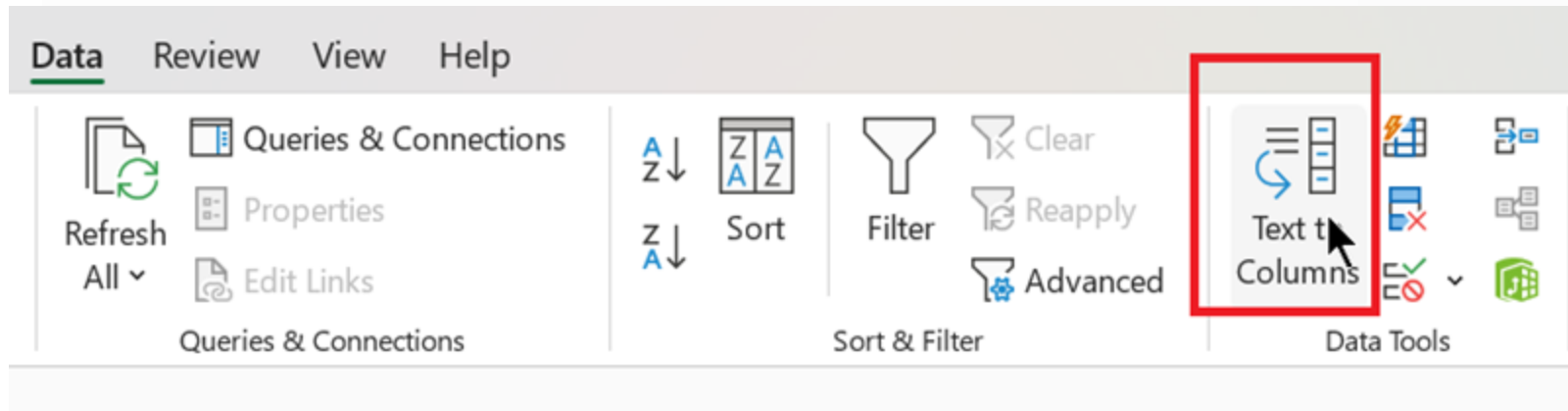


Product	Segment
Commercial	Security
Home	Entertainment
Commercial	Security
Other	Durables
Home	Security
Other	Durables
Other	Durables
Home	Entertainment
Other	Durables
Commercial	Security
Other	Durables
Home	Security
Other	Durables



Demonstration

Splitting a Column



Step 1: Select the cell or column that contains the text you want to split.

Step 2: Select Data > Text to Columns.



Demonstration

Splitting a Column

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab
☐ Semicolon
☒ Comma
☒ Space
☐ Other:

☒ Treat consecutive delimiters as one

Text qualifier: " ▼

Data preview

Product	
Digital	Communicator
Sound	Systems
Digital	Communicator
Digital	Lighting
Intercom	
Computers	Parts

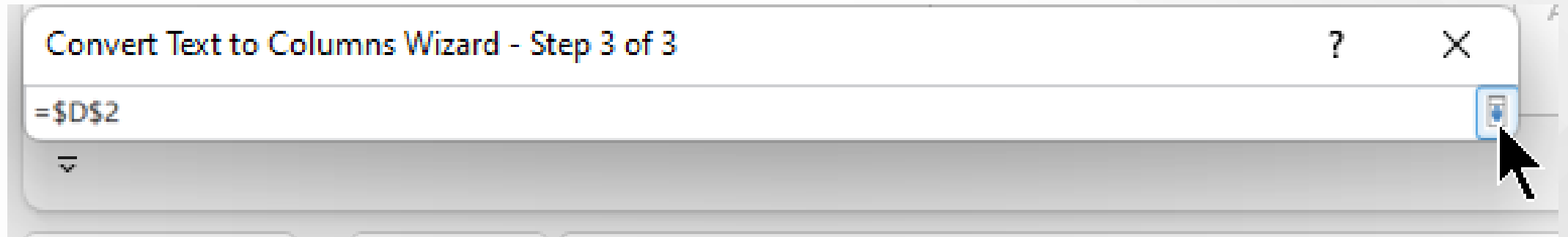
Cancel < Back **Next >** Finish

Step 3: In the Convert Text to Columns Wizard, select Delimited > Next.



Demonstration

Splitting a Column



Step 4: Select the Destination in your worksheet which is where you want the split data to appear. Select Finish.



Demonstration

Splitting Column Text by Index

D	J
Product Segment	LEN
Commercial Security	=LEN(D8)



D	K
Product Segment	FIND
Commercial Security	=FIND(" ",D8)



D	K	L
Product Segment	FIND	LEFT
Commercial Security	11	=LEFT(D8,K8-1)

Step 1: Get the length of the text. Save this value in a cell.

Step 2: To split by empty space, find the index using =FIND(" ", cell). Save this value in a cell.

Step 3: Get the left entity of the text using =LEFT(cell to split, index for splitting-1).



Demonstration

Splitting Column Text by Index

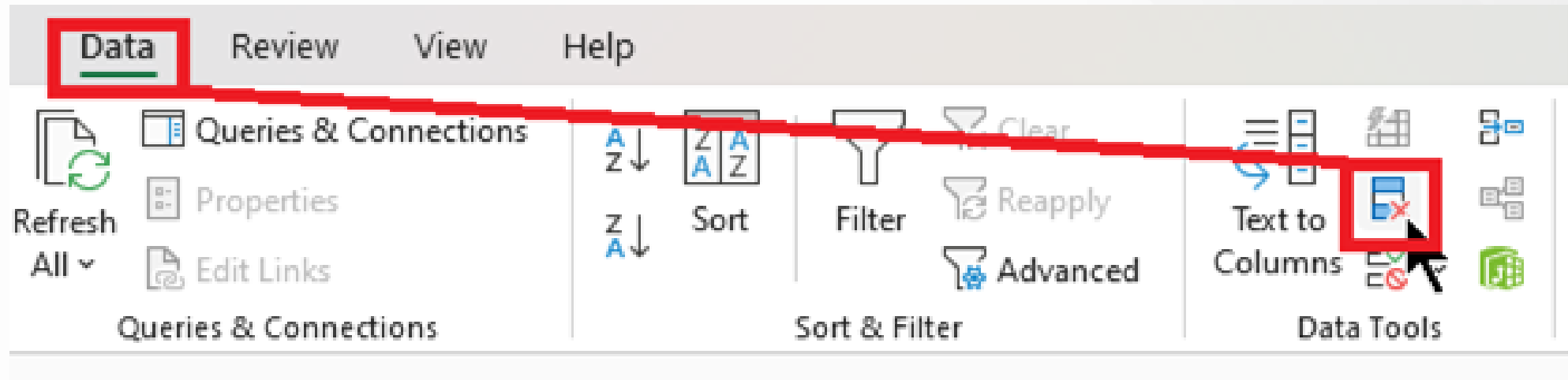
D	K	L	M
Product Segment	FIND	LEFT	RIGHT
Commercial Security	11	Commercial	Security
Home Entertainment	5	Home	Entertainment
Commercial Security	11	Commercial	Security
Other Durables	6	Other	Durables
Home Security	5	Home	Security
Other Durables	6	Other	Durables
Other Durables	6	Other	Durables
Home Entertainment	5	Home	Entertainment
Other Durables	6	Other	Durables
Commercial Security	11	Commercial	Security
Other Durables	6	Other	Durables
Home Security	5	Home	Security

And here we have our desired output!



Demonstration

Removing Duplicates



Step 1: Select the range of cells that has duplicate values you want to remove.

Step 2: Click Data > Remove Duplicates and then Under Columns, check or uncheck the columns where you want to remove the duplicates.



Demonstration

Border Cell Formatting

The screenshot shows the Microsoft Excel interface. The 'Home' tab is selected in the ribbon. The 'Borders' button in the Font group is clicked, opening the 'Borders' task pane. The 'All Borders' option is highlighted with a mouse cursor. The background spreadsheet shows columns A and B, and a list of product segments in column D.

Year	Quarter
2020	4
2020	1
2020	4
2020	4
2020	1
2020	4
2020	1
2020	2
2020	4
2020	1
2020	1
2020	2
2020	2
2020	4
2020	1

Product Segment
Commercial Security
Home Entertainment
Commercial Security
Other Durables
Home Security
Other Durables
Other Durables
Home Entertainment
Other Durables
Commercial Security
Other Durables
Home Security
Other Durables
Other Durables
Home Entertainment
Other Durables

Step 1: Select the range of cells.

Step 2: Click HOME> Select the type of border.



Demonstration

Conditional Formatting

Screenshot of Microsoft Excel showing the Conditional Formatting menu. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Help. The Home tab is active, showing Font, Alignment, and Number groups. The Conditional Formatting dropdown menu is open, displaying options like Highlight Cells Rules, Top/Bottom Rules, Data Bars, Color Scales, Icon Sets, New Rule..., Clear Rules, and Manage Rules... The 'Highlight Cells Rules' submenu is also open, showing options like Greater Than..., Less Than..., Between..., Equal To..., Text that Contains..., A Date Occurring..., and Duplicate Values... The spreadsheet data is as follows:

	A	H	I
5	Year	Sales	Sales Returns
6	2020	\$ 19,68,907	\$ 4,57,514
7	2020	\$ 86,83,228	\$ 2,00,405
8	2020	\$ 77,40,713	\$ 4,94,070
9	2020	\$ 79,27,526	\$ 5,02,810
10	2020	\$ 43,83,598	\$ 58,589
11	2020	\$ 87,54,448	\$ 6,39,806
12	2020	\$ 56,84,234	\$ 1,29,145
13	2020	\$ 84,50,306	\$ 3,99,642
14	2020	\$ 56,91,039	\$ 4,00,914
15	2020	\$ 37,61,989	\$ 6,24,746
16	2020	\$ 44,76,181	\$ 3,50,762



Demonstration

Conditional Formatting

A	H	I
Year	Sales	Sales Returns
2020	\$ 19,68,907	\$ 4,57,514
2020	\$ 86,83,228	\$ 2,00,405
2020	\$ 77,40,713	\$ 4,94,070
2020	\$ 79,27,526	\$ 5,02,810
2020	\$ 43,83,598	\$ 58,589
2020	\$ 87,54,448	\$ 6,39,806
2020	\$ 56,84,234	\$ 1,29,145
2020	\$ 84,50,306	\$ 3,99,642
2020	\$ 56,91,039	\$ 4,00,914
2020	\$ 37,61,989	\$ 6,24,746
2020	\$ 44,76,181	\$ 3,50,762
2020	\$ 47,36,562	\$ 1,13,156
2020	\$ 76,81,847	\$ 24,897
2020	\$ 68,01,314	\$ 2,10,686
2020	\$ 71,41,585	\$ 1,02,261



Demonstration

Conditional Formatting - Data Bars

The screenshot displays the Microsoft Excel interface with the 'Conditional Formatting' menu open. The 'Data Bars' option is highlighted, and a tooltip for 'Green Data Bar' is shown. The background shows a spreadsheet with columns A through I, containing data for 'Year', 'uct', 'Sales', and 'Sales Returns'.

Year	uct	Sales	Sales Returns
2020	mmunicator	\$ 19,68,907	\$ 4,57,514
2020	ems	\$ 86,83,228	\$ 2,00,405
2020	mmunicator	\$ 77,40,713	\$ 4,94,070
2020	ghting	\$ 79,27,526	\$ 5,02,810
2020		\$ 43,83,598	\$ 58,589
2020	& Parts	\$ 87,54,448	\$ 6,39,806
2020	& Parts	\$ 56,84,234	\$ 1,29,145
2020	ems	\$ 84,50,306	\$ 3,99,642
2020	ghting	\$ 56,91,039	\$ 4,00,914
2020	mmunicator	\$ 37,61,989	\$ 6,24,746
2020	& Parts	\$ 44,76,181	\$ 3,50,762
2020		\$ 47,36,562	\$ 1,13,156
2020		\$ 76,81,847	\$ 24,897



Quiz

MCQSA

How would you split text contained in a column into different columns?

1. Split the text manually
2. Carry out conditional formatting
3. Use Convert Text to Columns Wizard
4. Use CONCATENATE function

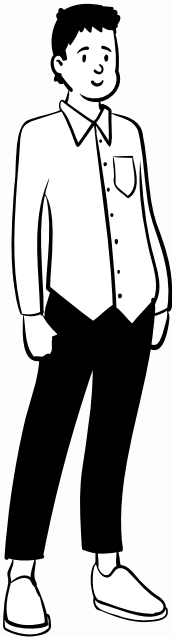




Demonstration

Logical Functions - AND

How would you check if Sales value is less than 2 Million and Sales return greater than 400K?



	A	B	E	F	G
7	Year	Quarter	Sales	Sales Returns	SALES < \$2m AND RETURNS > \$400k
8	2020	4	\$ 19,68,907	\$ 4,57,514	TRUE
9	2020	1	\$ 86,83,228	\$ 2,00,405	FALSE
10	2020	4	\$ 77,40,713	\$ 4,94,070	FALSE
11	2020	4	\$ 79,27,526	\$ 5,02,810	FALSE
12	2020	1	\$ 43,83,598	\$ 58,589	FALSE
13	2020	4	\$ 87,54,448	\$ 6,39,806	FALSE
14	2020	1	\$ 56,84,234	\$ 1,29,145	FALSE
15	2020	2	\$ 84,50,306	\$ 3,99,642	FALSE
16	2020	4	\$ 56,91,039	\$ 4,00,914	FALSE
17	2020	1	\$ 37,61,989	\$ 6,24,746	FALSE
18	2020	1	\$ 44,76,181	\$ 3,50,762	FALSE
19	2020	1	\$ 47,36,562	\$ 1,13,156	FALSE
20	2020	2	\$ 76,81,847	\$ 24,897	FALSE
21	2020	2	\$ 68,01,314	\$ 2,10,686	FALSE
22	2020	4	\$ 71,41,585	\$ 1,03,261	FALSE
23	2020	1	\$ 73,95,699	\$ 1,32,617	FALSE
24	2020	4	\$ 44,40,476	\$ 6,79,512	FALSE
25	2020	3	\$ 99,68,069	\$ 6,42,661	FALSE
26	2020	2	\$ 31,01,753	\$ 2,16,144	FALSE
27	2020	2	\$ 40,05,347	\$ 4,03,975	FALSE
28	2020	4	\$ 30,79,384	\$ 6,86,551	FALSE
29	2020	4	\$ 79,14,609	\$ 4,33,552	FALSE
30	2020	4	\$ 87,29,647	\$ 6,85,137	FALSE



Demonstration

Logical Functions - AND

		AND
Sales	Sales Returns	SALES < \$2m AND RETURNS > \$400k
\$ 1,968,907	\$ 457,514	=AND(E8<2000000,F8>400000)
\$ 8,683,228	\$ 200,405	FALSE
\$ 7,740,713	\$ 494,070	FALSE
\$ 7,927,526	\$ 502,810	FALSE
\$ 4,383,598	\$ 58,589	FALSE

Use “AND” condition

“=AND(E8<2000000, F8>400000)”

Sales

Return

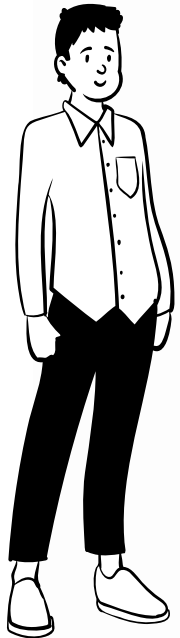


Demonstration

Logical Functions - IF

What if you want an indicator of your choice instead of True & False?

	A	D	E	F	G
7	Year	Product Segment_New	Sales	Sales Returns	SALES < \$2m, RETURNS > \$400k
8	2020	Commercial	\$ 19,68,907	\$ 4,57,514	Attention Required
9	2020	Home	\$ 86,83,228	\$ 2,00,405	Usual
10	2020	Commercial	\$ 77,40,713	\$ 4,94,070	Usual
11	2020	Durables	\$ 79,27,526	\$ 5,02,810	Usual
12	2020	Home	\$ 43,83,598	\$ 58,589	Usual
13	2020	Durables	\$ 87,54,448	\$ 6,39,806	Usual
14	2020	Durables	\$ 56,84,234	\$ 1,29,145	Usual
15	2020	Home	\$ 84,50,306	\$ 3,99,642	Usual
16	2020	Durables	\$ 56,91,039	\$ 4,00,914	Usual
17	2020	Commercial	\$ 37,61,989	\$ 6,24,746	Usual
18	2020	Durables	\$ 44,76,181	\$ 3,50,762	Usual
19	2020	Home	\$ 47,36,562	\$ 1,13,156	Usual
20	2020	Durables	\$ 76,81,847	\$ 24,897	Usual
21	2020	Durables	\$ 68,01,314	\$ 2,10,686	Usual
22	2020	Home	\$ 71,41,585	\$ 1,03,261	Usual
23	2020	Durables	\$ 73,95,699	\$ 1,32,617	Usual
24	2020	Home	\$ 44,40,476	\$ 6,79,512	Usual
25	2020	Home	\$ 99,68,069	\$ 6,42,661	Usual
26	2020	Home	\$ 31,01,753	\$ 2,16,144	Usual





Demonstration

Logical Functions - IF

		IF
Sales	Sales Returns	SALES < \$2m, RETURNS > \$400k
\$ 1,968,907		=IF(AND(E8<2000000,F8>400000),"Attention Required","Usual")
\$ 8,683,228	\$ 200,405	Usual
\$ 7,740,713	\$ 494,070	Usual
\$ 7,927,526	\$ 502,810	Usual
\$ 4,383,598	\$ 58,589	Usual
\$ 8,754,448	\$ 639,806	Usual
\$ 5,684,234	\$ 129,145	Usual
\$ 8,450,306	\$ 399,642	Usual
\$ 5,691,039	\$ 400,914	Usual

Generalized answer:

=IF(AND(Something is True, Something else is True), Value if True, Value if False)



Conclusion



1. Enhanced by intelligence for experts and novices alike, Microsoft Excel facilitates quick, efficient, and useful analytics better than its contemporaries.
2. Get a better picture of your data and present it in compelling ways to build your desired story with Excel.



Thank You!

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