

Data Analysis Steps in Excel

1. Data Formatting (to make it readable)

2. Data Study (using filters)

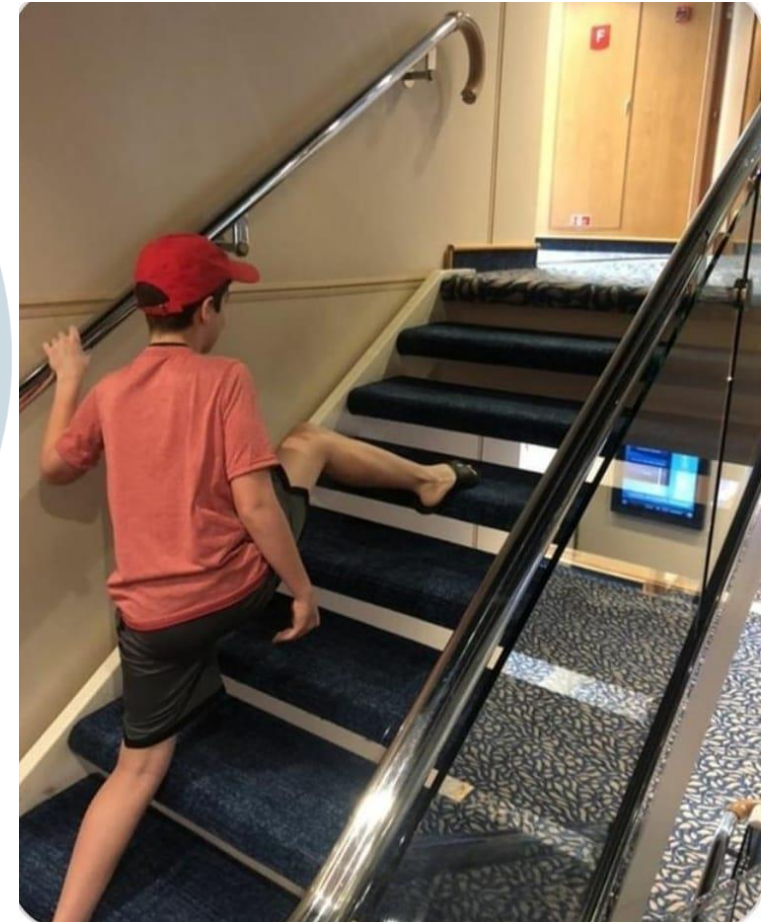
3. Listing the Requirement

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	Income	V/S	Name	Age	Income
Ayush Sola	29	412010.6		Ayush Solanki	29	41,211
Ram Kuma	22	340500		Ram Kumar Yadav	22	34,500
Rohit Mitta	24	560000.3		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



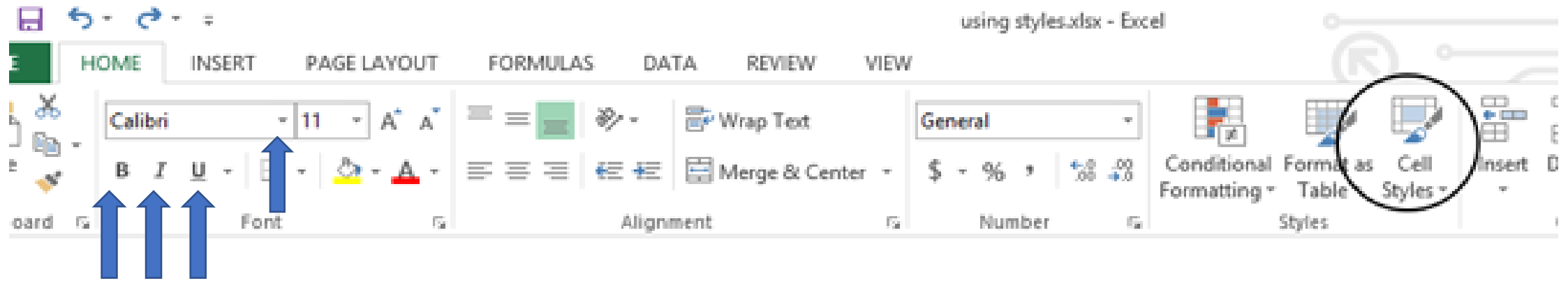
Modifying Columns, Rows and Cells: Inserting, deleting, moving, and hiding rows and columns



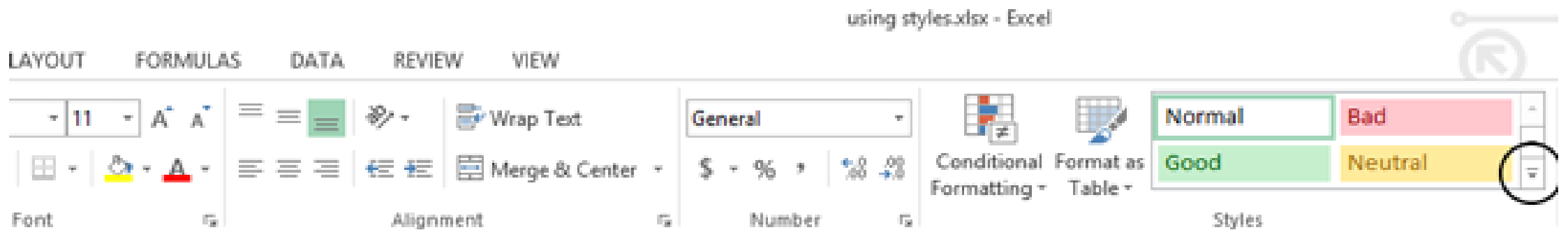
Formatting text and Numbers

Font Formatting

If the screen is narrow:

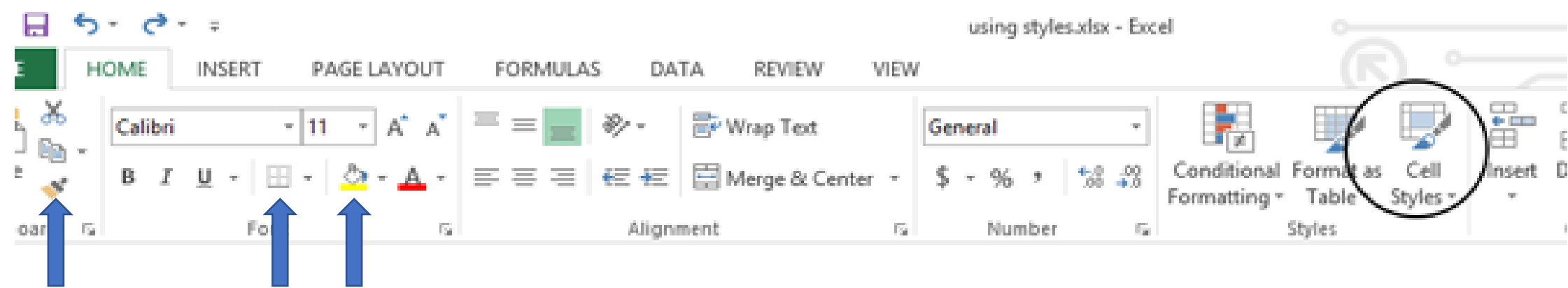


If the screen is wide:



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

Clipboard: Paste, Copy, Format Painter

Alignment: Merge & Center (highlighted with a red arrow)

Wrap Text

Sales and Order

Month Of Order	Date of Order	Product Class	Owner	Quantity Sold	in 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	

Merged Cell

1
2
3
4
5
6

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. Yellow callout boxes provide details for each 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** formats numbers with decimal places.
- Currency** formats numbers as currency with a currency symbol.
- Accounting** formats numbers as monetary values like the Currency format, but it also aligns currency symbols and decimal places within columns.
- Short Date** formats numbers as M/D/YYYY.
- Long Date** formats numbers as Weekday, Month DD, YYYY.
- Time** formats numbers as HH/MM/SS and notes AM or PM.
- Percentage** formats numbers with decimal places and the percent sign.
- Fraction** formats numbers as fractions separated by the forward slash.
- Scientific** formats numbers in scientific notation.
- Text** formats numbers as text, meaning that what you enter into the cell will appear exactly as it was entered.

You can easily customize any format in [More Number Formats...](#)