Data Analysis Steps in Excel

1. Data Formatting (to make it readable)

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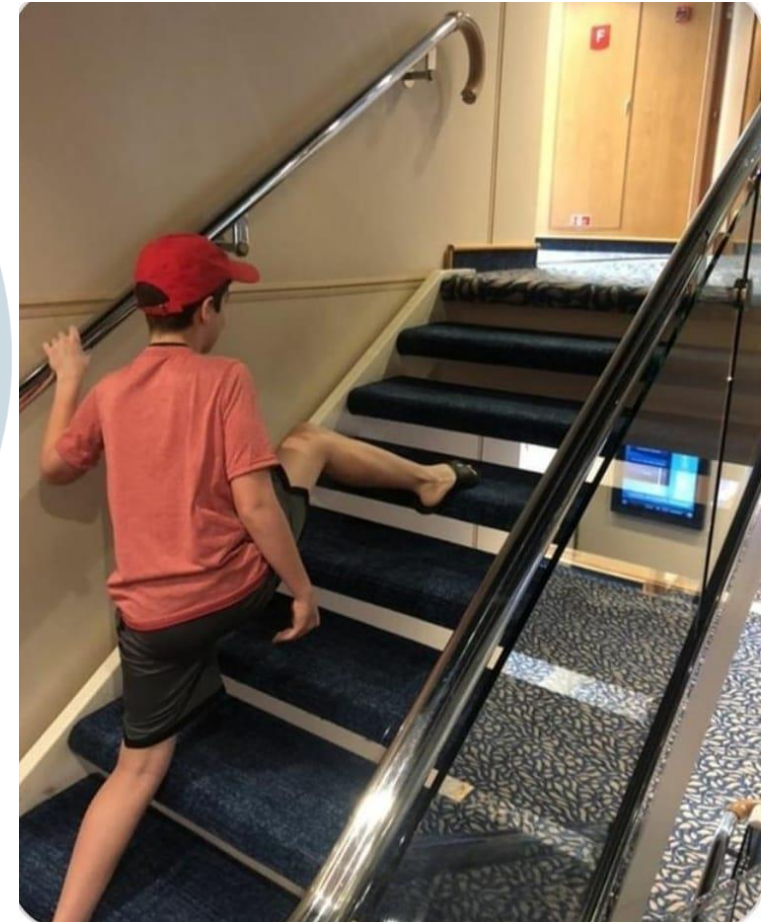
3. Listing the Requirement

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
Ayush Sola	29	412010.6
Ram Kuma	22	340500
Rohit Mitta	24	560000.3

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
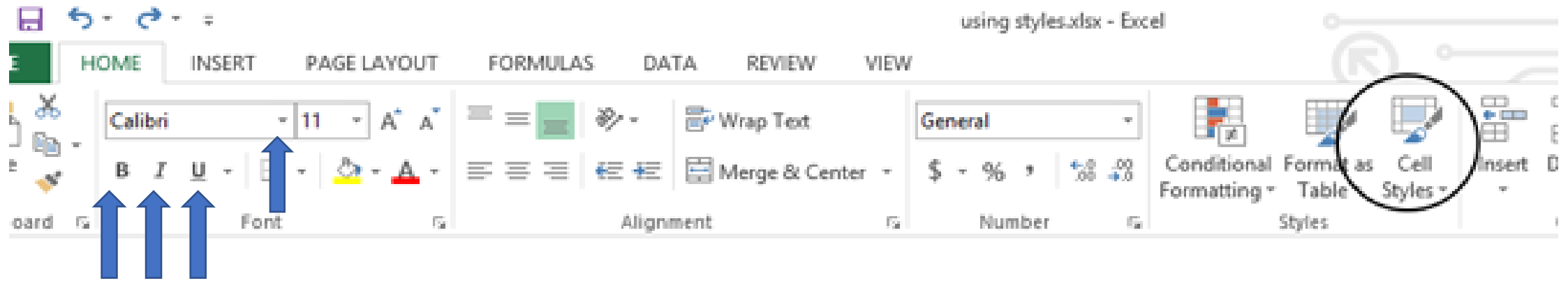
Alignment: Text Alignment, Wrap text, Merge cells

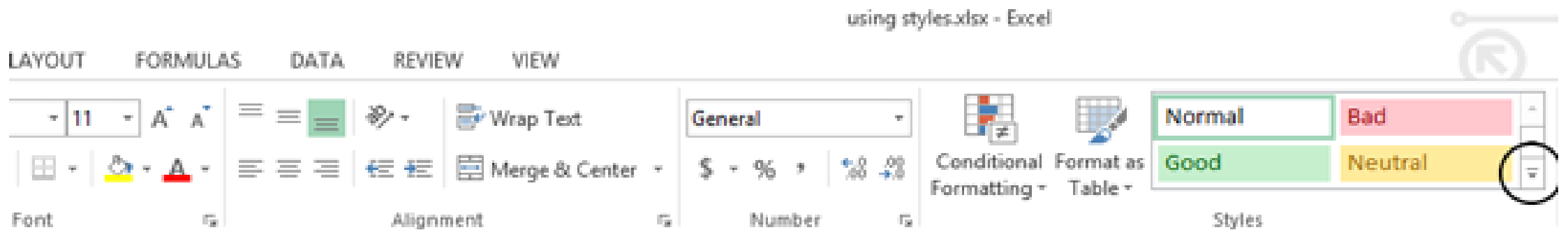**Modifying Columns, Rows and Cells**: Inserting, deleting, moving, and hiding rows and columns

Formatting text and Numbers

Font Formatting

Cell Formatting
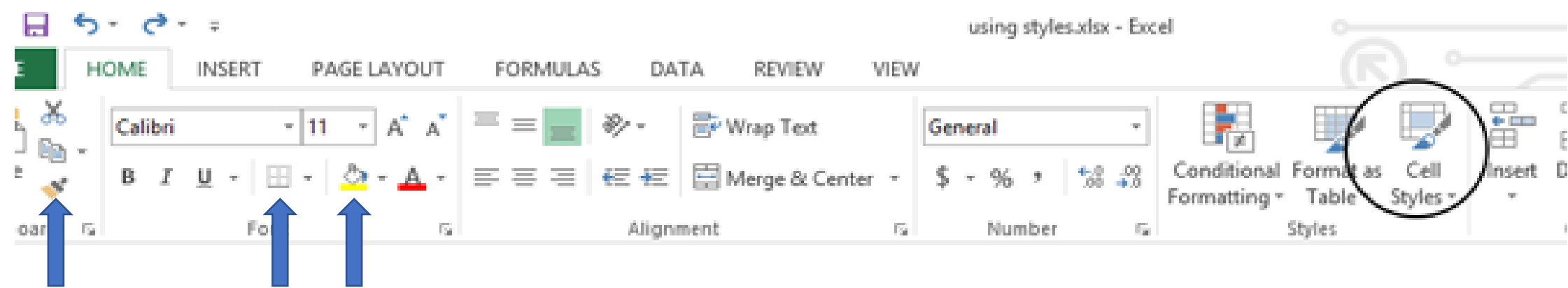

If the screen is narrow:

If the screen is wide:

Alignment

Formatting Text and Numbers

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.

General
No specific format

Number list

Number formats numbers with **decimal places**.

Currency formats numbers as currency with a **currency** symbol.

Currency list

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 formats numbers as M/D/YYYY.

Short Date list

Long Date formats numbers as Weekday, Month DD, YYYY.

Long Date list

Time list

Time formats numbers as **HH/MM/SS** and notes **AM or PM**.

Percentage formats numbers with **decimal** places and the **percent sign**.

Percentage list

Fraction list

Fraction formats numbers as fractions separated by the **forward slash**.

Scientific formats numbers in **scientific notation**.

Scientific list

Text list

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**.

More Number Formats...