

Top 5 Excel Skills

(1) Data Type - features

→ allows to work with rich data types right inside excel.

→ Eg: → we get some name of country
↓
convert them to country data type
↓
select the countries
↓
Data: Ribbon
↓
Data types
↓
Geography
↓
Excel will convert these values in country & add geo-symbol with a card.
↓
click on card → country, flag, capital & details - - -

Only in
Excel-365

* To add anything (fixed) ^{→ fact} about any country in the preceding rows.

= C6. - - -
 select them

Eq:-

C	
country	
India	= C6.

→ Pick any option

2. POWER PIVOT

Multi-Table Pivot

→ If you are given 2 table data
 like say [sales + Products]

↓
 To make pivot table from using
 data from both
 ↓

No need to combine 2 table



Data: Ribbon



Data Tools: - Relationships



New



Diagram box:

Sales Table ! Main table	Product column (Foreign)
Related table Product table	Related column (Primary) Product



Excel with then create relationship
b/w 2 table



select any of 2 table



Insert:- Pivot table



Table Name + (enable) add this
data to Data model

↓
Pivot Table Fields



Add :->

Product Table

Category: → add it → Rows

Sales Table

Amount
Unit } → add it values

* Note :-> We ^{can} also create this type
from 5-6 different original data table
↓
allows complex analysis

3. Story telling with
Better Charts

→ Histogram

→ Box & whisker

Select Amount Column



Insert :- Insert statistical chart



Histogram

like wise,

we can use box-whisker

→ we can also use map chart,
when we have data by country,
city or district.

2. Dynamic Array Functions

- filter
- sort
- unique

= filter (array range, amount column > 2000)

↓
data

↓
what we want
to include

= sortfilter(

↳ sort in ascending
or descending order

↑
ascends
(, 2, -1)
↓
descends

(1) Power Query

⇒ Time saving features of Excel

→ if u r provided with 2 different table having plenty of columns

↓
select any cell of table (any)

↓
Data

↓
Take 1st Table & drag or load it to

Power Query from sheet

∴ Transform Data

↓
it will lead to power query editor

↓
close & load To...

↓
only create connection

↓
OK

↓
Repeat process load Table 2

⊕ Now both the Table are in
power Query → Table 1 & Table 2

↓
Merge : within power Query

↓
combine : Append Queries
↓

Two Tables
↓

Table to append to : which we want to
add

eg: we are on P.Q Table 1 then Table
to append will be Table 2.