

Excel :

(a) Loading Data

(b) Formatting

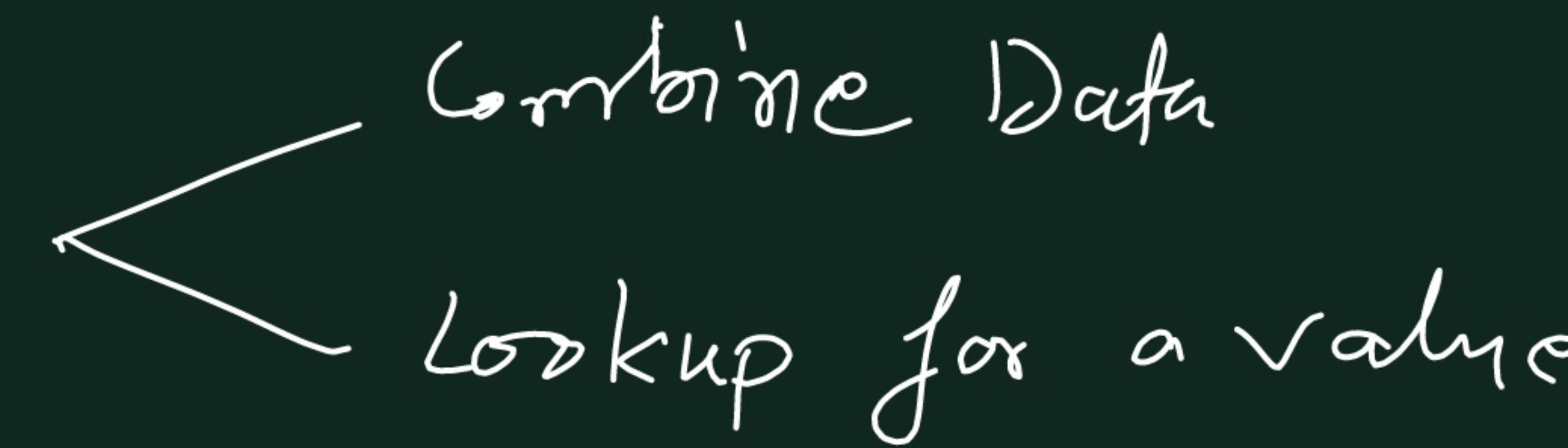
(c) Convert to table

Working with table


(a) Sorting, filtering

(b) Conditional formatting

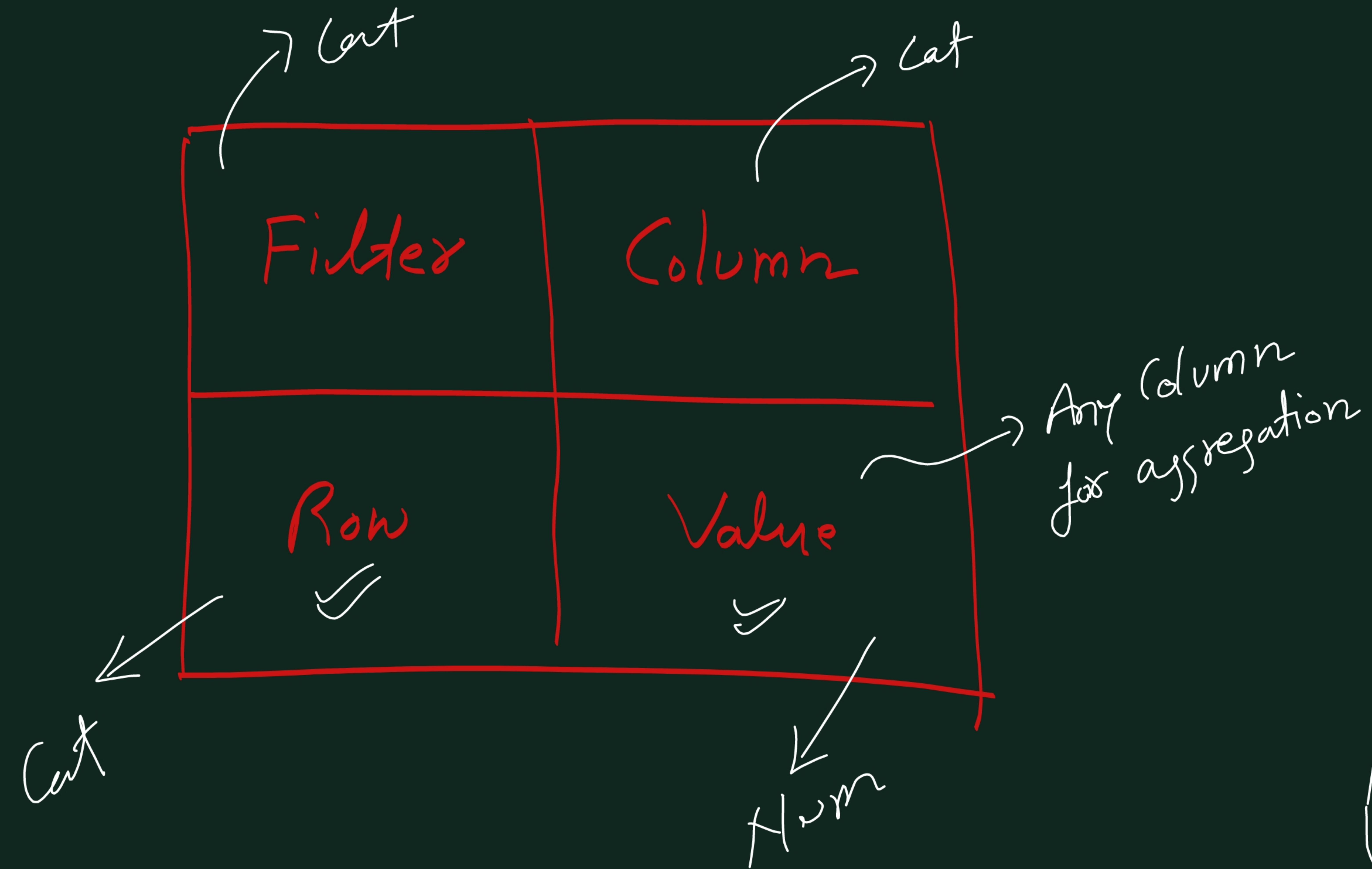
(c) Function/Formula

vlookup 

⇒ We've got a large dataset
pivot table

↳ Summary of data


→ All (or) entire data → insert → pivot table



by default :

Category → Count ()

Numerical → Sum ()

Right click on column to

find aggregation :

→ Summarise value as

Working with multiple pivots

To connect all pivot tables



Slicer (Filter)

→ Click anywhere in any pivot

→ Go to insert

→ Slicer

→ choose appropriate column

→ To connect with all pivots,
right click on slicer → create
connection

→ Check the boxes of all pivot

You are set!

Visualization

- ① Analytic Report → Comprehensive case study (detailed)
- ② Dashboard
 - Single Page Report
 - ↳ Multipage Report
 - (Visuals are interactive)
 - collection of visuals.

⇒ Charts → (click anywhere on pivot → Insert → Select chart)