Summary of Workbook_Week1

This workbook is designed to guide me through a series of tasks and exercises aimed at data analysis, visualization, and presentation skills in Excel. Below is a structured summary of the workbook's content and objectives:

Data Cleaning and Basic Functions

- **Objective:** Learn how to organize data into tables, use filters, and apply basic functions like `SUM` and `AVERAGE`.
- **Outcome:** Improved understanding of Excel tables, filtering, and basic calculations.

Sorting and Analysing Student Performance

- **Objective:** Analyse student performance across subjects (English, Mathematics, Science) and identify top performers.
- **Outcome:** Gained experience in sorting, filtering, and using conditional formatting to analyse performance data.

1.1 Sorting the best student in English

	A	B	C	D	E	
1	Student	English	Mathematics	Science	Average	Highes
2	Linda	90	50	70		
3	Khan	85	75	80		
4	Ted	80	75	90		
5	Harry	80	70	80		
6	Sarah	80	70	80		
7	Carol	75	85	85		
8	John	65	80	70		
9	Edward	55	80	60		
10	Mary	55	70	65		
11	Thosmas	55	30	65		

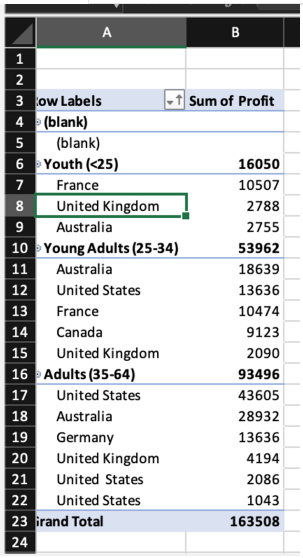
Exploring the Dataset

- **Objective:** Experiment with the dataset to practice skills learned earlier.
- **Outcome:** Encouraged creativity and exploration of Excel functionalities.

	A	B	C	D	E	F
1	Student name	Englis	Mathematic	Scienc	Averag	Highest sco
2	Carol	75	85	85	81.666667	
3	Edward	55	80	60	65	
4	John	65	80	70	71.666667	
5	Ted	80	75	90	81.666667	
6	Khan	85	75	80	80	
7	Mary	55	70	65	63.333333	
8	Harry	80	70	80	76.666667	
9	Sarah	80	70	80	76.666667	
10	Linda	90	50	70	70	
11	Thomas	55	30	65	50	
12					#DIV/0!	

Bike Sales Pivot Lab

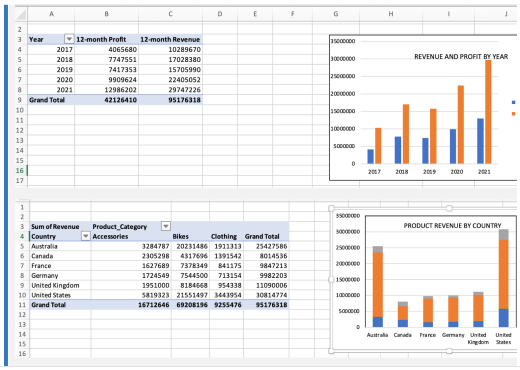
- **Objective:** Analyse bike sales data using Pivot Tables to uncover insights about markets, countries, age groups, and profitability.
- **Outcome:** Developed proficiency in creating and interpreting Pivot Tables to extract meaningful insights.



ow Labels	Sum of Profit
(blank)	
(blank)	
Youth (<25)	16050
France	10507
United Kingdom	2788
Australia	2755
Young Adults (25-34)	53962
Australia	18639
United States	13636
France	10474
Canada	9123
United Kingdom	2090
Adults (35-64)	93496
United States	43605
Australia	28932
Germany	13636
United Kingdom	4194
United States	2086
United States	1043
irand Total	163508

Bike Sales Visualizations Lab

- **Objective:** Create visualizations (charts, graphs) to represent bike sales data effectively.
- **Outcome:** Learned how to use Excel's charting tools to communicate data insights visually.



Preparing and Delivering Analysis Findings

Developed skills in preparing and delivering professional presentations, supported by data-driven insights.

Tools and Techniques Explored

1. **Excel Features:**
    - Tables, Filters, Sorting
    - Pivot Tables
    - Functions (`SUM`, `AVERAGE`, `SWITCH`)
    - Conditional Formatting
    - Charts (Bar, Line, Scatter, etc.)
2. **Presentation Tools:**
    - PowerPoint Slides
    - Dashboards
    - Pre-formatted Reports

Key Takeaways

1. **Data Cleaning and Organization:** Properly formatted data is essential for accurate analysis.
2. **Pivot Tables and Functions:** These tools are invaluable for summarizing and analysing large datasets.
3. **Visualization:** Charts and graphs make it easier to communicate insights effectively.
4. **Presentation Skills:** Tailoring your message to the audience and using visuals can enhance engagement and understanding.
5. **Problem-Solving:** Addressing business challenges requires both data analysis and strategic thinking.

This workbook provides me a comprehensive learning experience in Excel data analysis, visualization, and presentation skills.
By completing this workbook, I have gained valuable skills in Excel, data analysis, and professional communication—tools that are essential for success in any data-driven role!