

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.

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Exploring the Dataset

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

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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.

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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.

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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!