**Section 14**

1. Excel uses first row as headers if we have done something like making all elements in first row different from others like making it a bold, etc…
2. If there is a gap say row 14 is empty excel will treat this as another list. { check by doing ctrl + a }
3. Sorting data on excel {select the column }
4. Data🡪 sort& filter🡪 sort acc/desc
5. Sorting data on multiple level.
6. Data🡪 sort& filter🡪 Sort 🡪 add level {and then choose the secondary sorting option}
7. We can short up to 64 levels.
8. If u have multiple sheets in excel to get a list of all the sheets within it {right click on the bottom left side arrow button}.
9. **How to short data according to month? By default we get only a-z or z-a option how then?**
10. Go to Buyers 2015🡪Data 🡪Sort 🡪Order 🡪Custom list that’s it done.
11. **How to filter data let’s say I only want the July and august data and for a particular employee?**
12. Go to Buyers 2015🡪Data 🡪Filter { and choose accordingly}
13. To clear all filtering Go to Buyers 2015🡪Data 🡪 sort& filter 🡪 clear.
14. **What if I want in the subtotal sheet the sum of all the vanilla, fudge brown, etc…. ?**
15. We will use subtotal option
16. Data 🡪 Outline 🡪 Subtotal 🡪 then at each change in product we want the sum of sales. That’s it Note : It is important to group all the similar product items like vanilla together using filter option
17. Format list as a table {for like the zebra pattern and also we get some table options like count, etc.} with it.
18. Home 🡪 Styles 🡪Format as a table{employee records}
19. Design 🡪Table style option 🡪 Total row{discussed}

Now down at the bottom the value of total row count is displayed we can also add some filters to it like sum, count etc. Available at the bottom side

1. Finding duplicates?  
   ctrl + shift + down arrow to select a column{shortcut }
2. Identify them go to Home 🡪 Styles 🡪 Conditional formatting 🡪Highlight cell value duplicates.
3. Remove them Data 🡪 Remove duplicates
   * 1. If formatted as a table then Design 🡪 Remove duplicates

**Section 15**

1. List functions sheet discussed
2. DSUM () – discussion first step – copy the header and the cell data that need to evaluated in some other part of excel sheet.

{Case sensitive}

Check the video properly

DAVERAGE (),

DCOUNT (), SUBTOTAL () Check the video properly

1. Dcount() for counting numeric values
2. Dcounta() for counting aliphatic/…. Values
3. Subtotal (includes sum, avg, etc.) { but it is filter dependent function changes when filter change }

**Section 16**

**Inside Short-and-filter sheet ..we discussed**

1. Excel data validation {clean, analyse, process data}
2. What if we want to choose only from some selected entries like Ford, Chevy, Oldsmobile,Chrysler,Dodge only this values should be selected while filling the cells from b20🡪b30 we can do this by setting rules to Data 🡪Data tools 🡪Data validation 🡪Settings 🡪allow 🡪 list🡪 [Ford, Chevy, Oldsmobile,Chrysler,Dodge]
3. Hurray that’s work now
4. **How to set up a decimal range so that it accepts values between 19.5 to 34.5 from i20🡪i30?**
5. Data 🡪Data tools 🡪Data validation 🡪Settings 🡪allow 🡪 Decimals🡪 set minimum and maximum value. that’s it hurray.
6. **Modifying excel validation rules error message.**
7. Data 🡪Data tools 🡪Data validation 🡪Error alert🡪stop {discussed warning also } then setup the message.
8. Made list function sheet more interactive with data validation rules check cell I6

**Section 17**

1. How to import data from a file.
2. Go to Data 🡪 Get external data 🡪 from text etc.
3. **How to import data from Microsoft access?** Go to Data 🡪 Get external data🡪From access 🡪 oders{I chose}
4. Exporting data to a text file.
5. File 🡪 export or file 🡪save as

**Section 18**

1. Understanding excel pivot table.
2. Creating pivot table.
3. It is important to convert our list into a table as if we update our list the pivot table will be limited to certain range that we specified at the beginning so creating table is important.
4. Ctrl +shift + down arrow and then right arrow to select all the cells.
5. Home 🡪Styles 🡪Format as table
6. Insert 🡪Pivot table.
7. Playing with pivot table fields.
8. Grouping data within excel pivot table.
9. Sheet created grouping pivot.
10. Select the data 🡪pivot table &analyse 🡪group 🡪group selection.
11. Or by grouping inside the row column in pivot table pivot table fields 🡪 rows 🡪 ----
12. Formatting values in pivot table.{like adding $ sign before the numeric value.
13. Data can be selected/unselected and then going to pivot table fields 🡪values 🡪 sum of sales 🡪value field setting 🡪Number format 🡪Currency.
14. We can also set the values feed accordingly say we want to see the difference percent of increment/decrement between the two months consecutively we can do this by pivot table fields 🡪values 🡪 sum of sales{add another column} 🡪value field setting 🡪show value as{choose %differnce from } 🡪Base field{month} 🡪base item {previous } that’s it done.
15. Now by double clicking on any month percentage anything will lead to creation of a new excel sheet namely sheet1, etc.. this is known as drilling down into pivot data.
16. Creating pivot table chart
17. Pivot table analyse 🡪 Tools 🡪Pivot chart.
18. Pivot table filtering {filtered the yearly data according to the year}.
19. Filtering with the slicer tool.
20. Try yourself.

**Section 19**

1. Power pivot tool
2. It is used for connecting sheets with some common column so there’s a big chunk of list where all important information are clustered together. For creating such a list we use data model.
3. Creating data model with power pivot tool.
4. Choose the excel worksheet 🡪power pivot tool 🡪 Tables 🡪Add to data model
5. Then select the another sheet in the same way.
6. Now inside the power pivot editor tool we will create a relationship between the two sheets by going to view 🡪Diagram view and build our relationship.
7. Now click on pivot table 🡪New worksheet {power pivot table 1} this will create a new pivot table sheet.
8. K.P.I

**SECTION 20**

1. How can we freeze the headers of the column when we are working on the column we have to look to up while working on
2. Remember it will freeze cells above it so go to cell a2 and then View 🡪Window 🡪Freeze panes
3. We will now discuss the features of groups interactive window in excel select a row/column and then go to Data 🡪 outline 🡪 Group {create groups}
4. While printing the sales data(2) in we want to show the page column headers on every sheets how can we do that for doing this we can go to

PAGE LAYOUT 🡪PAGE SETUP 🡪 PRINT TITLES {then choose the rows to repeat at top}

1. Now also check in what print titles 🡪page setup 🡪Page order 🡪over than down {does}
2. Linking worksheet with 3d formulas
3. Now what if want the 2013 , 2014, 2015 sheets data to get added to the summary sheet dynamically. For this we will go to cell
4. Press = then go to different sheets like 2013 and then select the cell and then hit + sign then go to another 2014 sheet and then repeat it . end result will look like this ='2013'!B4+'2014'!B4+'2015'!B4 hurray that’s it.
5. Consolidate feature discussed { do the same } . data 🡪data tools 🡪 consolidate.