

Excel

Intro :-

- Powerful tool to manage and analyze data.
- Handle large no of data.

DA with excel :-

- ↳ Formulas and Function
- ↳ Pivot Tables
- ↳ Data Tools

Visualizing Data with excel :-

- ↳ Charts and Graphs
- ↳ Conditional Formatting { Formatting cells. }
e.g highlight
- ↳ Sparklines { Features by which user }
create mini-charts

Automation with Excel :-

- ↳ Macros { automate repetitive tasks }
- ↳ VBA (Visual Basic for Application)
{ programming language built into excel }
{ user can write custom code to automate task. }

Collaboration :-

- ↳ Multiple users can work on Excel ~~simultaneously~~ simultaneously

Subject _____

Shift + Space
Ctrl + Space

Select complete row
select complete column

Ex

EXACT → Compare two text or string. Give Boolean.
= EXACT(text1, text2)

TRIM → used to trim white space in beginning

= TRIM(text)

Sort → used to sort data

= SORT(A1 : A15)

CONCATENATE → used to join two text.
~~used to join white space~~
= CONCATENATE(T1, " ", T2)

Upper →

= UPPER(T1)

= LEN(T1) → For length

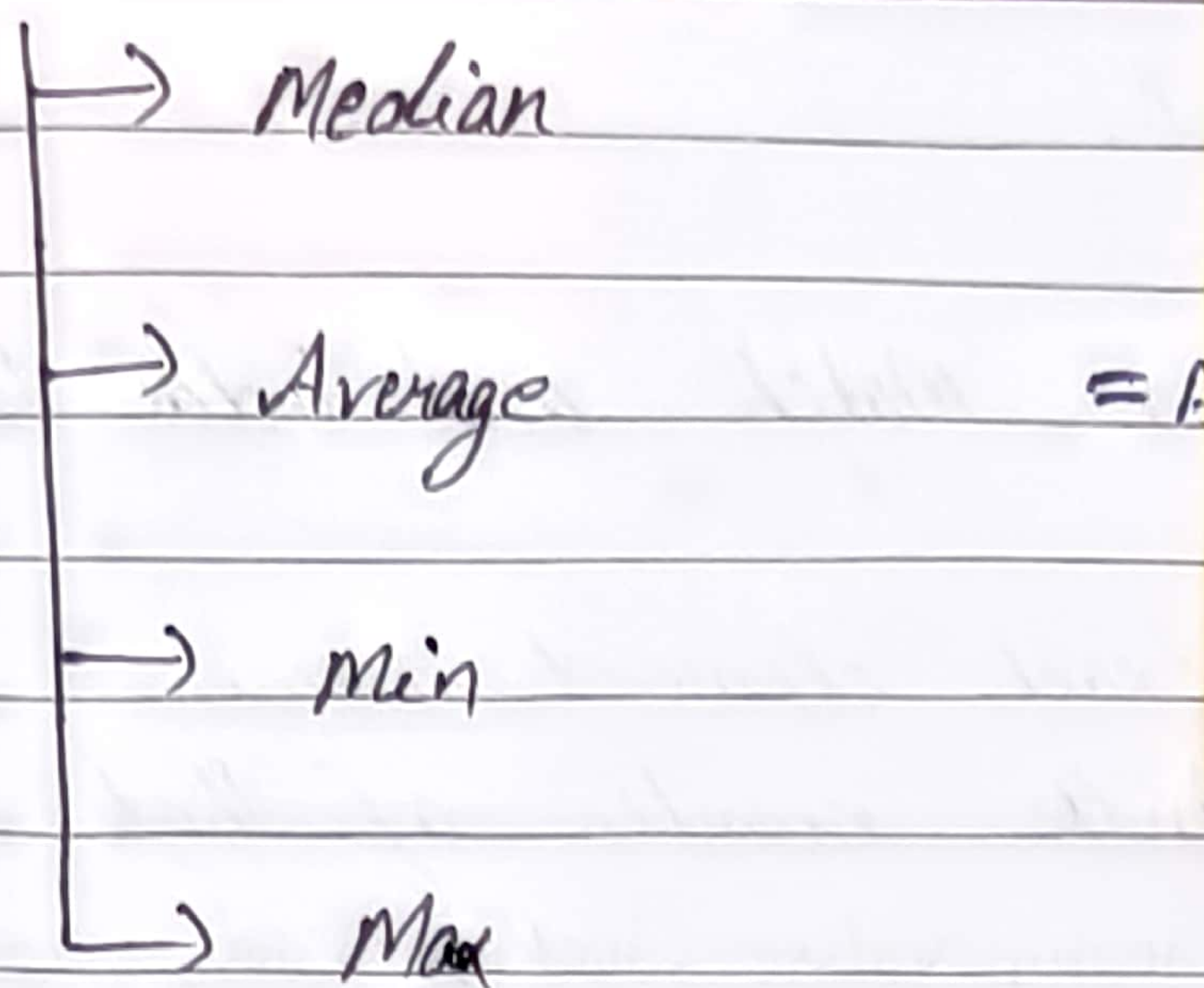
SUMIF → sum value in range that meet criteria.

= SUMIF(Range, Criteria, [sum-range])

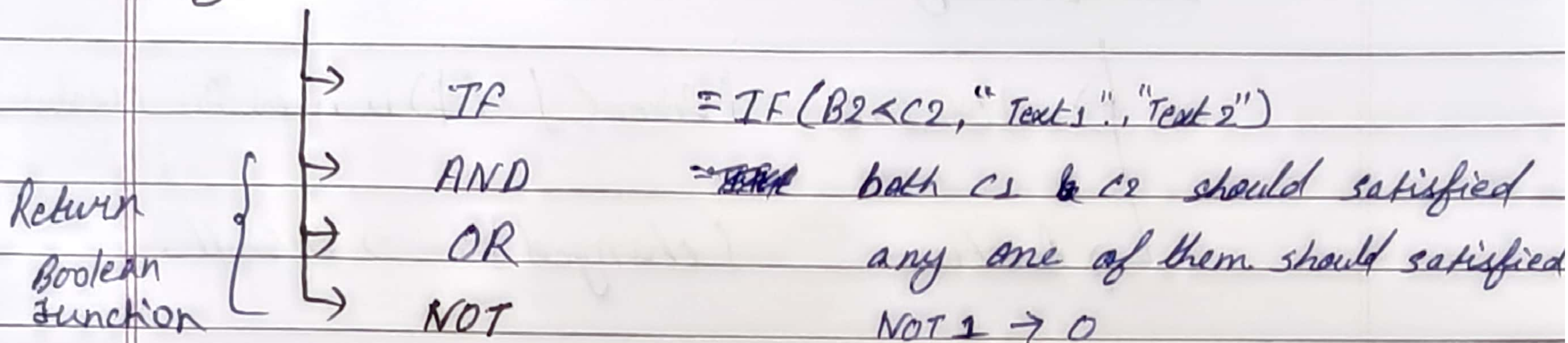
e.g = SUMIF(G2:G21, m9, F2:F21)

Subject _____

Vlookup ÷ The table array in vlookup must always include the column where the lookup value is located as its first column. From there, col-index-num determines which column's value to return within the specific range.



Logical Functions.



Syntax $= AND(logical 1, logical 2)$

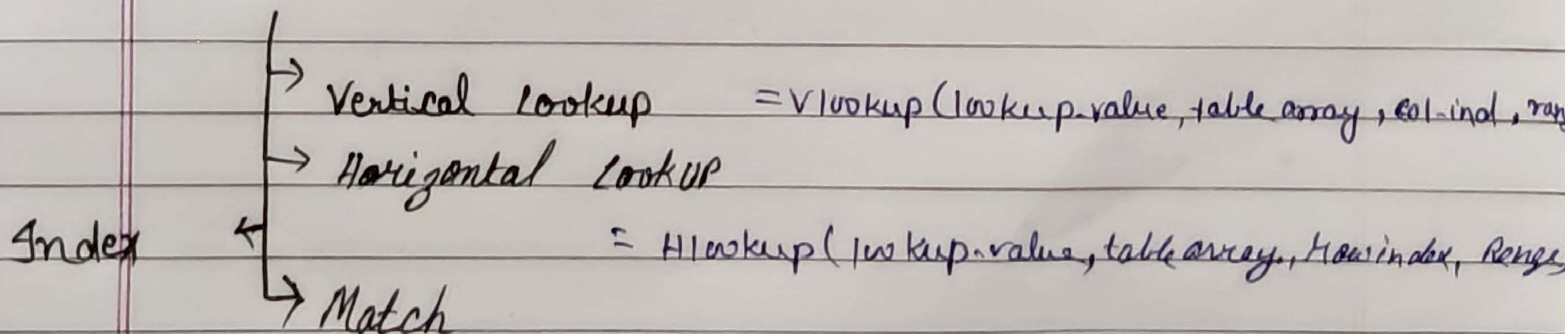
Count \rightarrow All the numeric data

CountA \rightarrow All the types of entries except missing

COUNTBLANK \rightarrow All the missing/blank values

COUNTIF \rightarrow Count all the records with condition.

Look UP



Absolute Referencing is must in these scenarios where our search

IndexSyntax

= Index(array, row num/column no)

space is fixed.

Q. Difference b/w Match and index?

Syntax

Index \rightarrow exact element name

Match \rightarrow index number of that element

\rightarrow = Match("lookup-value", lookup-array, match-type)

Cell Referencing

\rightarrow Absolute [fixed] (\$) is used for Absolute Re.
 \rightarrow Relative [changed] \rightarrow Default

Data Types

\rightarrow Textual (Left Aligned)
 \rightarrow Numeric (Right Aligned)
 \rightarrow Boolean
 \rightarrow Date