Excel : A Friendly Introduction

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Where To Get The Dataset?

Kaggle is your friendly neighbor who has no problem sharing datasets

Want to know the buying habits of your fellow pakistani's, Follow the link below:

https://drive.google.com/drive/folders/1N_fYGSdX7kODGDLlAZ2HbIVieFr7Fr3T?usp=sharing

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What's In The Dataset

The dataset contains detailed information of half a million e-commerce orders in Pakistan from March 2016 to August 2018.
It contains:

- Item details
- Shipping method
- Payment method
- Product categories
- Date of order, SKU, price, quantity, total, customer ID
- And much more

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Let’s Get Started

The Basic:	Answer:
Range	Collection of two or more cells
Cells	The boxes you see in the grid of an Excel worksheet
Row	Row runs horizontally
Column	Column runs vertically

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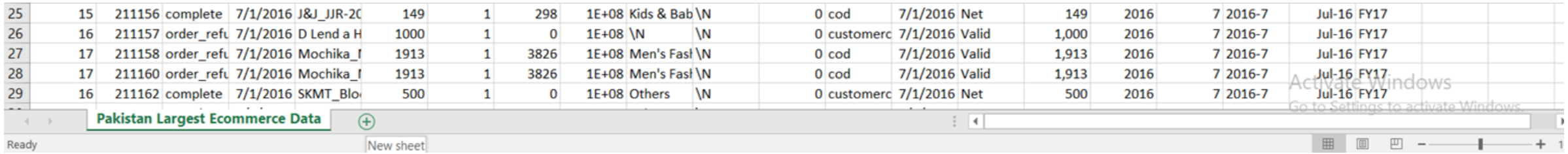
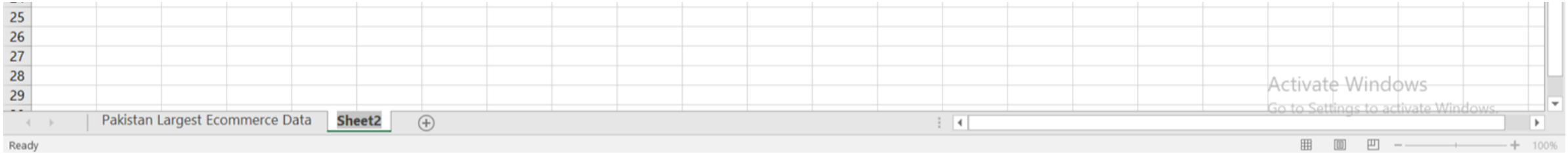
Create a New Worksheet

1. Click “New Sheet” Button on Footer



1. Rename the Sheet



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Some Basic Row Operations

We will learn to:

- Insert Row and Column
- Move a range
- Copy and paste a range
- Fill a range

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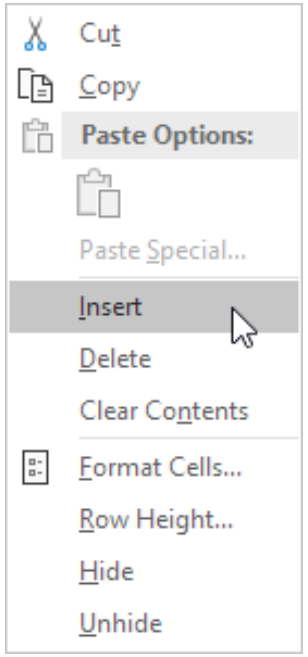
Insert Row and Column

1. Select a column or row next to where you want to insert
2. Right click, and then click Insert



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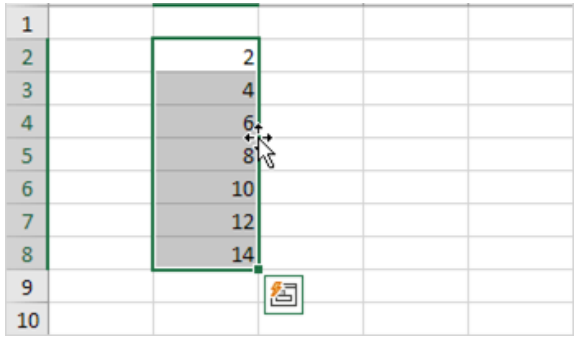
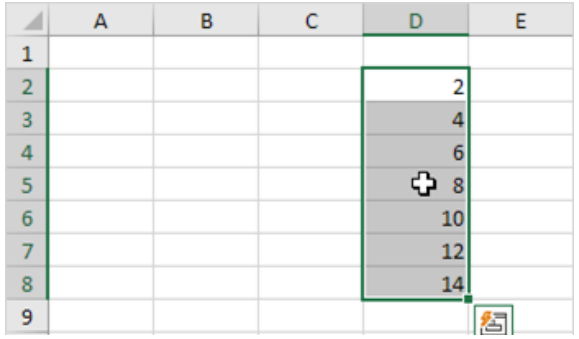
Move a range

1. Select a range and click on the border of the range



2. Drag the range to its new location



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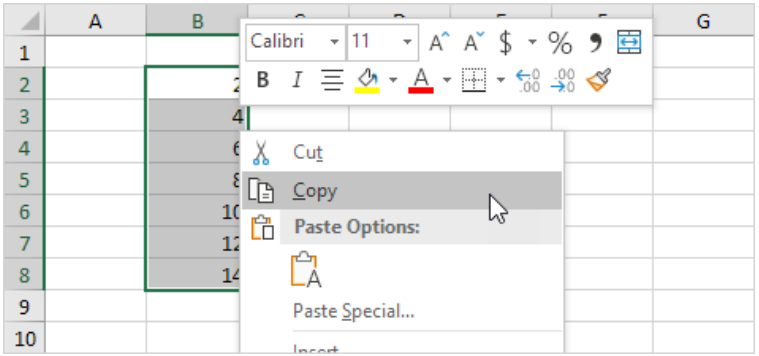
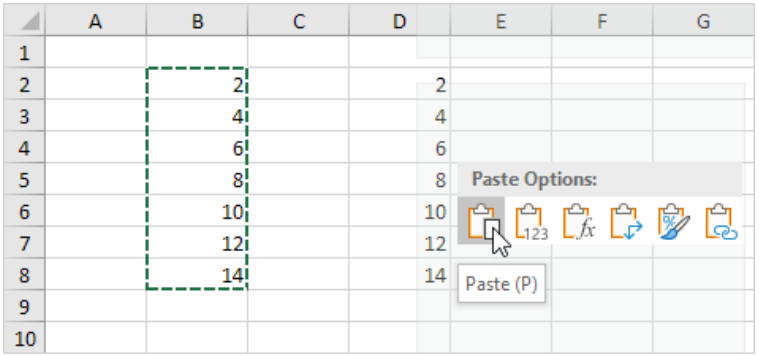
Copy and paste a range

1. Select the range, right click, and then click Copy (or press CTRL + c)



2. Select the cell where you want the first cell of the range to appear, right click, and then click Paste under 'Paste Options:' (or press CTRL + v)



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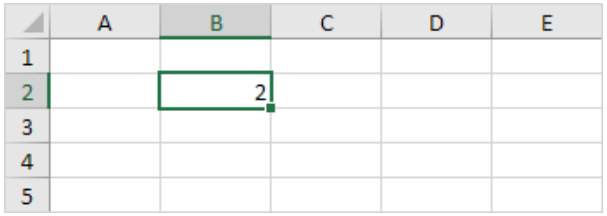
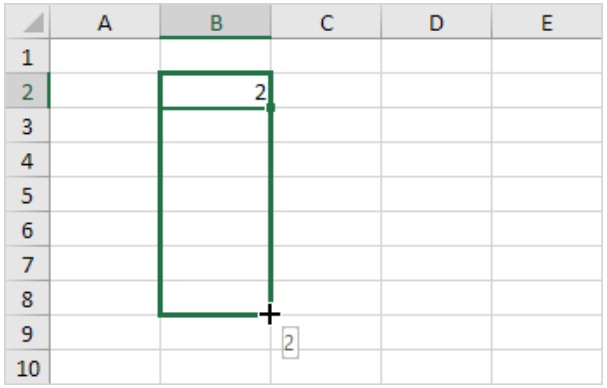
Fill a range

Enter the value into a cell



Select the cell, click on the lower right corner of the cell and drag it down to the cell upto which you want to fill



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Assignment #1

1) Insert a column to the right of column A
2) Move Column with Header “Customer ID” to newly form column
3) Copy Range A1:R25
4)Create a New sheet “Exercise”and paste the range
5) Fill “Column S” with “Date of Modification”

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Results

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Customer	item_id	status	created_a	sku	price	qty_ordere	grand_tota	increment_	category_	sales_com	discount_a	payment_	Working D	BI Status	MV	Year	Month	Date of Modification				
2	1	211131	complete	7/1/2016	kreations_	1950	1	1950	1E+08	Women's I	\N	0	cod	7/1/2016	#REF!	1,950	2016	7	7/19/2022				
3	2	211133	canceled	7/1/2016	kcc_Buy 2	240	1	240	1E+08	Beauty & (	\N	0	cod	7/1/2016	Gross	240	2016	7	7/19/2022				
4	3	211134	canceled	7/1/2016	Ego_UP00	2450	1	2450	1E+08	Women's I	\N	0	cod	7/1/2016	Gross	2,450	2016	7	7/19/2022				
5	4	211135	complete	7/1/2016	kcc_krone	360	1	60	1E+08	Beauty & (	R-FSD-523	300	cod	7/1/2016	Net	360	2016	7	7/19/2022				
6	5	211136	order_refu	7/1/2016	BK701040(	555	2	1110	1E+08	Soghaat	\N	0	cod	7/1/2016	Valid	1,110	2016	7	7/19/2022				
7	6	211137	canceled	7/1/2016	UK_Namki	80	1	80	1E+08	Soghaat	\N	0	cod	7/1/2016	Gross	80	2016	7	7/19/2022				
8	7	211138	complete	7/1/2016	kcc_krone	360	1	60	1E+08	Beauty & (	\N	300	cod	7/1/2016	Net	360	2016	7	7/19/2022				
9	6	211139	complete	7/1/2016	UK_Namki	170	1	170	1E+08	Soghaat	\N	0	cod	7/1/2016	Net	170	2016	7	7/19/2022				
10	8	211140	canceled	7/1/2016	Apple iPho	96499	1	96499	1E+08	Mobiles &	\N	0	ublcreditca	7/1/2016	Gross	96,499	2016	7	7/19/2022				
11	8	211141	canceled	7/1/2016	Apple iPho	96499	1	96499	1E+08	Mobiles &	\N	0	mygatewa	7/1/2016	Gross	96,499	2016	7	7/19/2022				
12	9	211142	complete	7/1/2016	GFC_Pede:	5500	1	5500	1E+08	Appliances	\N	0	cod	7/1/2016	Net	5,500	2016	7	7/19/2022				
13	10	211143	received	7/1/2016	BK107020(	210	1	366	1E+08	Soghaat	\N	0	cod	7/1/2016	Valid	210	2016	7	7/19/2022				
14	10	211144	received	7/1/2016	BK113020(	156	1	366	1E+08	Soghaat	\N	0	cod	7/1/2016	Valid	156	2016	7	7/19/2022				
15	11	211145	complete	7/1/2016	kcc_Sultan	120	1	120	1E+08	Home & Li	105259	0	ublcreditca	7/1/2016	Net	120	2016	7	7/19/2022				
16	12	211146	complete	7/1/2016	kcc_glamo	320	1	0	1E+08	Beauty & (	\N	0	customerc	7/1/2016	Net	320	2016	7	7/19/2022				
17	11	211147	canceled	7/1/2016	Assetmen_	1550	1	1550	1E+08	Men's Fash	105259	0	ublcreditca	7/1/2016	Gross	1,550	2016	7	7/19/2022				
18	13	211149	complete	7/1/2016	cr_DATES '	420	1	1270	1E+08	Soghaat	R-KHW-10	0	cod	7/1/2016	Net	420	2016	7	7/19/2022				
19	13	211150	complete	7/1/2016	UK_Gift Bo	360	1	1270	1E+08	Soghaat	R-KHW-10	0	cod	7/1/2016	Net	360	2016	7	7/19/2022				
20	13	211151	complete	7/1/2016	itter_AB 1:	490	1	1270	1E+08	Beauty & (	R-KHW-10	0	cod	7/1/2016	Net	490	2016	7	7/19/2022				
21	14	211152	canceled	7/1/2016	RL_B005	899.25	1	2118.25	1E+08	Home & Li	\N	0	cod	7/1/2016	Gross	899	2016	7	7/19/2022				
22	14	211153	canceled	7/1/2016	bed&rest_	899	1	2118.25	1E+08	Home & Li	\N	0	cod	7/1/2016	Gross	899	2016	7	7/19/2022				
23	14	211154	canceled	7/1/2016	L&L_LLHLE	320	1	2118.25	1E+08	Home & Li	\N	0	cod	7/1/2016	Gross	320	2016	7	7/19/2022				
24	15	211155	complete	7/1/2016	J&J_JJR-4	149	1	298	1E+08	Kids & Bab	\N	0	cod	7/1/2016	Net	149	2016	7	7/19/2022				
25	15	211156	complete	7/1/2016	J&J_JJR-2(	149	1	298	1E+08	Kids & Bab	\N	0	cod	7/1/2016	Net	149	2016	7	7/19/2022				
26																							
27																							
28																							
29																							

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Any Questions

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Most Used Formulas

Here are some of most used formula that we will learn:

- SUM
- IF
- AVERAGE

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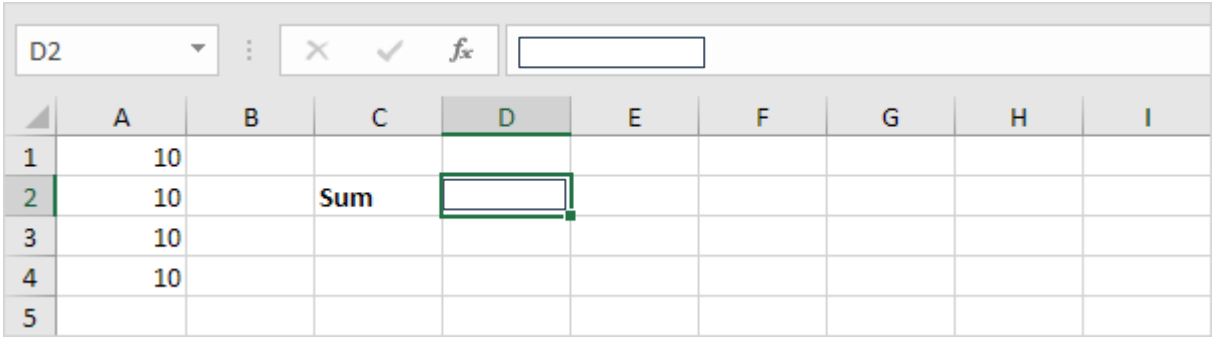
Problem Statement

Add all the numbers in a given column/row.



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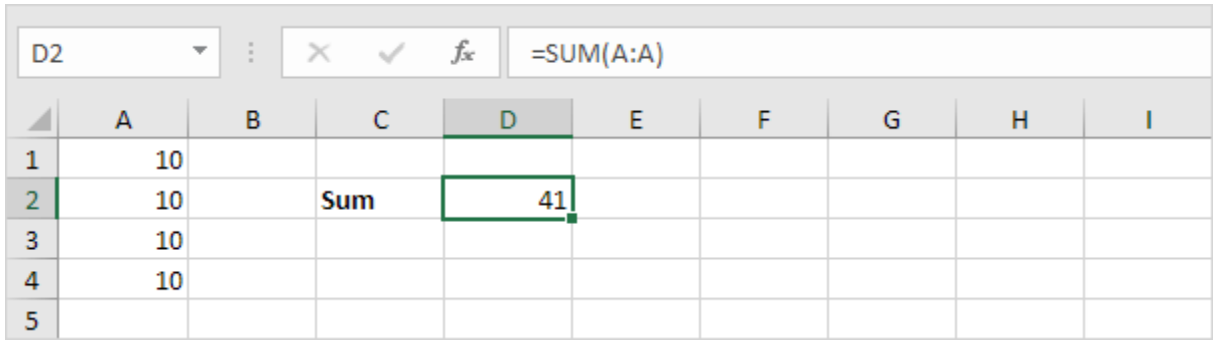
SUM

To sum a range of cells, use the SUM function in Excel



(you can also use the SUM function to sum an entire row. For example, =SUM(5:5) sums all values in the 5th row)

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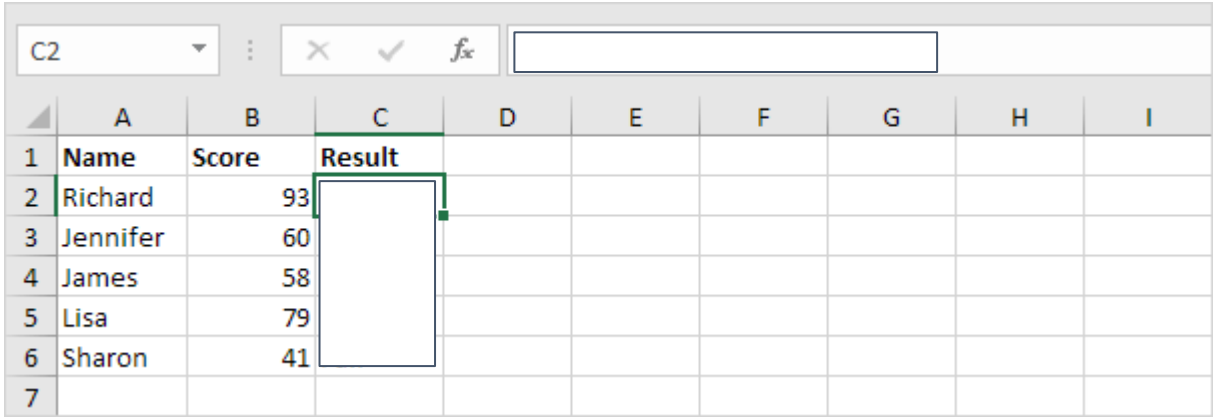
Problem Statement

In column C, I want pass/fail status of the student.
Score 60 or above is passing criteria.



C2

	A	B	C	D	E	F	G	H	I
1	**Name**	**Score**	**Result**						
2	Richard	93							
3	Jennifer	60							
4	James	58							
5	Lisa	79							
6	Sharon	41							
7									

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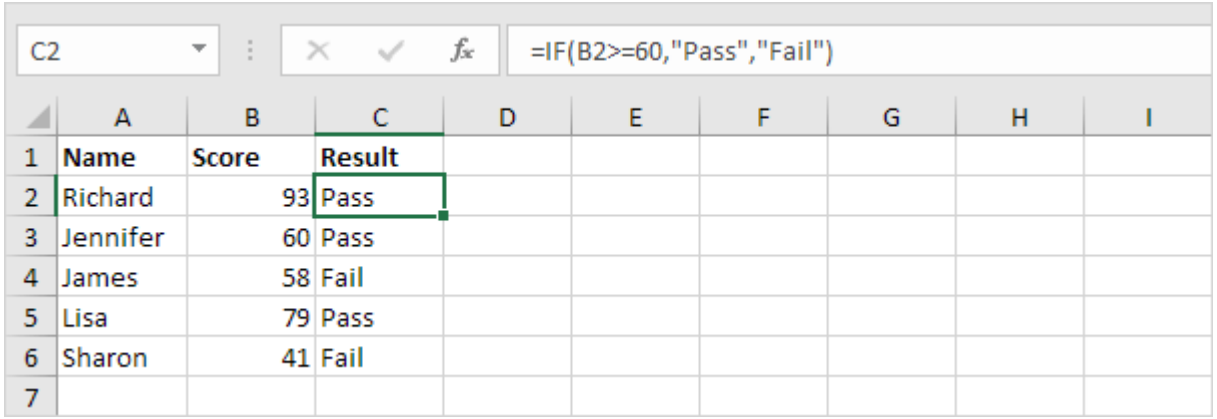
IF

The IF function checks whether a condition is met, and returns one value if true and another value if false



	A	B	C	D	E	F	G	H	I
1	**Name**	**Score**	**Result**						
2	Richard	93	Pass						
3	Jennifer	60	Pass						
4	James	58	Fail						
5	Lisa	79	Pass						
6	Sharon	41	Fail						
7									

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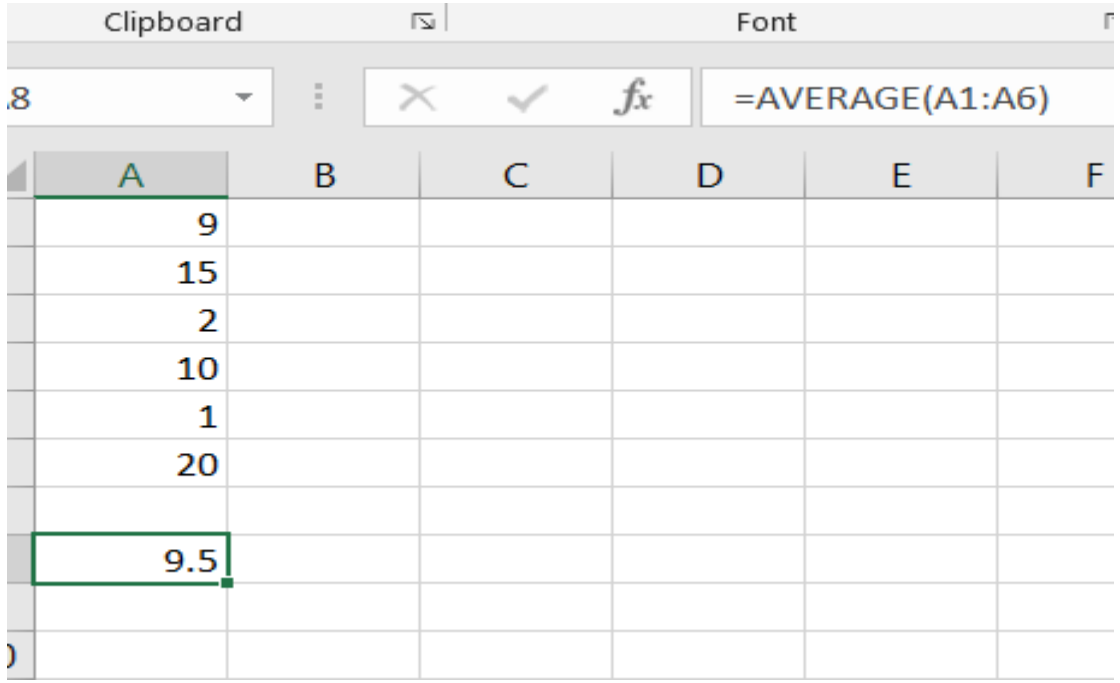
Find AVERAGE of given numbers

To calculate the average of a group of numbers, use the AVERAGE function



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Test Your Learning

1) Find if the grand_total of current cell is greater than 1000
2) Find the Sum and Average Price of products bought by Customer ID = 13

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Results

Formula

1) =IF(H2>=
   1000,"yes","no")
2) =SUM(F18:F20)
3) =AVERAGE(F18:F20)

Answer

In picture below

1270

423.3333

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Custom	item_id	status	created	sku	price	qty_ord	grand_t	increme	categor	sales_c	discoun	paymer	Workin	BI Statu	MV	Year	Month	Date of	Results			
2	1	211131	complete	7/1/2016	kreations_	1950	1	1950	1E+08	Women's I	\N	0	cod	7/1/2016	#REF!	1,950	2016	7	7/19/2022	yes			
3	2	211133	canceled	7/1/2016	kcc_Buy 2	240	1	240	1E+08	Beauty & (	\N	0	cod	7/1/2016	Gross	240	2016	7	7/19/2022	no			
4	3	211134	canceled	7/1/2016	Ego_UP00	2450	1	2450	1E+08	Women's I	\N	0	cod	7/1/2016	Gross	2,450	2016	7	7/19/2022	yes			
5	4	211135	complete	7/1/2016	kcc_krone	360	1	60	1E+08	Beauty & (	R-FSD-523	300	cod	7/1/2016	Net	360	2016	7	7/19/2022	no			
6	5	211136	order_refu	7/1/2016	BK701040(	555	2	1110	1E+08	Soghaat	\N	0	cod	7/1/2016	Valid	1,110	2016	7	7/19/2022	yes			
7	6	211137	canceled	7/1/2016	UK_Namki	80	1	80	1E+08	Soghaat	\N	0	cod	7/1/2016	Gross	80	2016	7	7/19/2022	no			
8	7	211138	complete	7/1/2016	kcc_krone	360	1	60	1E+08	Beauty & (	\N	300	cod	7/1/2016	Net	360	2016	7	7/19/2022	no			
9	6	211139	complete	7/1/2016	UK_Namki	170	1	170	1E+08	Soghaat	\N	0	cod	7/1/2016	Net	170	2016	7	7/19/2022	no			
10	8	211140	canceled	7/1/2016	Apple iPho	96499	1	96499	1E+08	Mobiles &	\N	0	ublcreditca	7/1/2016	Gross	96,499	2016	7	7/19/2022	yes			
11	8	211141	canceled	7/1/2016	Apple iPho	96499	1	96499	1E+08	Mobiles &	\N	0	mygatewa	7/1/2016	Gross	96,499	2016	7	7/19/2022	yes			
12	9	211142	complete	7/1/2016	GFC_Pede	5500	1	5500	1E+08	Appliances	\N	0	cod	7/1/2016	Net	5,500	2016	7	7/19/2022	yes			
13	10	211143	received	7/1/2016	BK107020(	210	1	366	1E+08	Soghaat	\N	0	cod	7/1/2016	Valid	210	2016	7	7/19/2022	no			
14	10	211144	received	7/1/2016	BK113020(	156	1	366	1E+08	Soghaat	\N	0	cod	7/1/2016	Valid	156	2016	7	7/19/2022	no			
15	11	211145	complete	7/1/2016	kcc_Sultan	120	1	120	1E+08	Home & Li	105259	0	ublcreditca	7/1/2016	Net	120	2016	7	7/19/2022	no			
16	12	211146	complete	7/1/2016	kcc_glamo	320	1	0	1E+08	Beauty & (	\N	0	customerc	7/1/2016	Net	320	2016	7	7/19/2022	no			
17	11	211147	canceled	7/1/2016	Assetmen_	1550	1	1550	1E+08	Men's Fash	105259	0	ublcreditca	7/1/2016	Gross	1,550	2016	7	7/19/2022	yes			
18	13	211149	complete	7/1/2016	cr_DATES '	420	1	1270	1E+08	Soghaat	R-KHW-10	0	cod	7/1/2016	Net	420	2016	7	7/19/2022	yes			
19	13	211150	complete	7/1/2016	UK_Gift Bc	360	1	1270	1E+08	Soghaat	R-KHW-10	0	cod	7/1/2016	Net	360	2016	7	7/19/2022	yes			
20	13	211151	complete	7/1/2016	itter_AB 1	490	1	1270	1E+08	Beauty & (	R-KHW-10	0	cod	7/1/2016	Net	490	2016	7	7/19/2022	yes			
21	14	211152	canceled	7/1/2016	RL_B005	899.25	1	2118.25	1E+08	Home & Li	\N	0	cod	7/1/2016	Gross	899	2016	7	7/19/2022	yes			
22	14	211153	canceled	7/1/2016	bed&rest_	899	1	2118.25	1E+08	Home & Li	\N	0	cod	7/1/2016	Gross	899	2016	7	7/19/2022	yes			
23	14	211154	canceled	7/1/2016	L&L_LLHLI	320	1	2118.25	1E+08	Home & Li	\N	0	cod	7/1/2016	Gross	320	2016	7	7/19/2022	yes			
24	15	211155	complete	7/1/2016	J&J_JJR-4	149	1	298	1E+08	Kids & Bab	\N	0	cod	7/1/2016	Net	149	2016	7	7/19/2022	no			
25	15	211156	complete	7/1/2016	J&J_JJR-2(	149	1	298	1E+08	Kids & Bab	\N	0	cod	7/1/2016	Net	149	2016	7	7/19/2022	no			
26						1270																	
27						423.3333																	
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Any Questions

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Thankyou