Other functions in Excel

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Function categories

Inside Scope

- Text
- Date & Time
- Maths & Trig
- Statistical

Outside Scope

- Financial
- Logical
- Lookup References
- Engineering
- Cube
- Information
- Web
- Compatibility

Text

`LEFT()`

- *Syntax:* `LEFT(text, [num_chars])`
- *Description:* returns the first character(s) in a string based on the specified number of characters
- *Example:* `LEFT("DataCamp", 4)` > Data

`RIGHT()`

- *Syntax:* `RIGHT(text, [num_chars])`
- *Description:* returns the last character(s) in a string based on the specified number of characters
- *Example:* `RIGHT("DataCamp", 4)` > Camp

Text

`UPPER()`

- *Syntax:* `UPPER(text)`
- *Description:* converts string to uppercase
- *Example:* `UPPER("DataCamp")` > DATACAMP

`LOWER()`

- *Syntax:* `LOWER(text)`
- *Description:* converts string to lowercase
- *Example:* `LOWER("DataCamp")` > datacamp

Date & Time

`DATE()`

- *Syntax:* `DATE(year,month,day)`
- *Description:* returns a sequential serial number that represents a particular date

Year	2020
Month	10
Date	31

=DATE(year, month, day)

=DATE(2020, 10, 31)

- *Example:* `DATE(2020,10,31)` = 2020/10/31

Date & Time

- `DAY()`
  - *Syntax:* `DAY(<serial_number>)`.
  - *Example:* `DAY(<serial_number>)`.
  - *Description:* returns the day of a corresponding date as integer
- `YEAR()`
  - *Syntax:* `YEAR(serial_number)`
  - *Description:* returns the year to a corresponding date as an integer

Maths & Trig

- `ROUND()`
  - *Syntax:* `ROUND(number, num_digits)`
  - *Description:* returns a number rounded to a specified number of digits
  - *Example:* `=ROUND(-1.475, 2)` = **-1.48**
- `ABS()`
  - *Syntax:* `ABS(number)`
  - *Description:* returns the absolute value of a number without it's sign
  - *Example:* `ABS(-2)` = **2**
- `SUM()`

Statistical

- `AVERAGE()`
- `COUNT()`
- `MIN()`
- `MAX()`

Let's practice!

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Applying formatting functions

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Let's practice!

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Visualizing data in Excel

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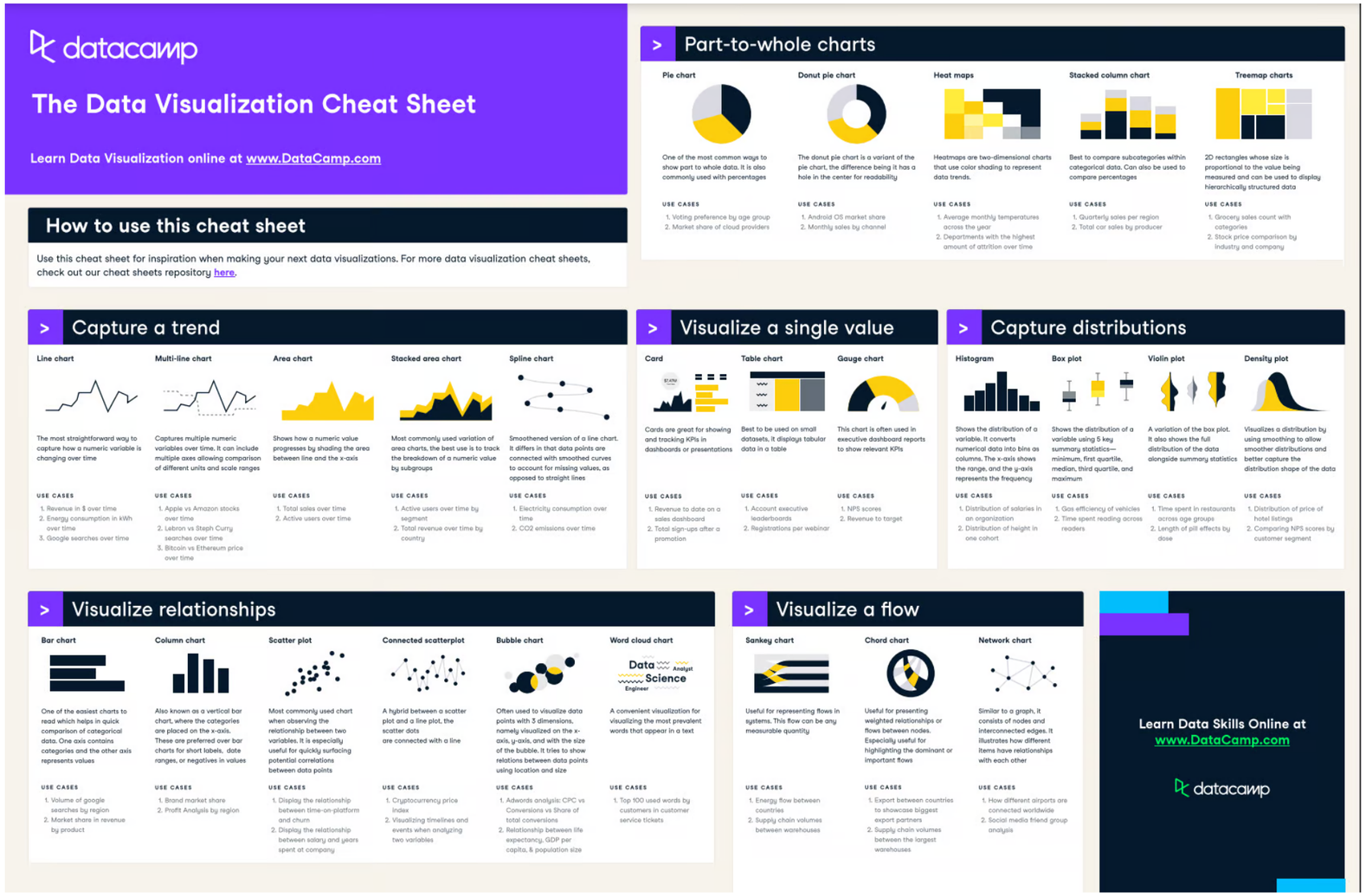
Data visualization cheat sheet



[1] https://www.datacamp.com/cheat-sheet/data-viz-cheat-sheet

What is data visualization?

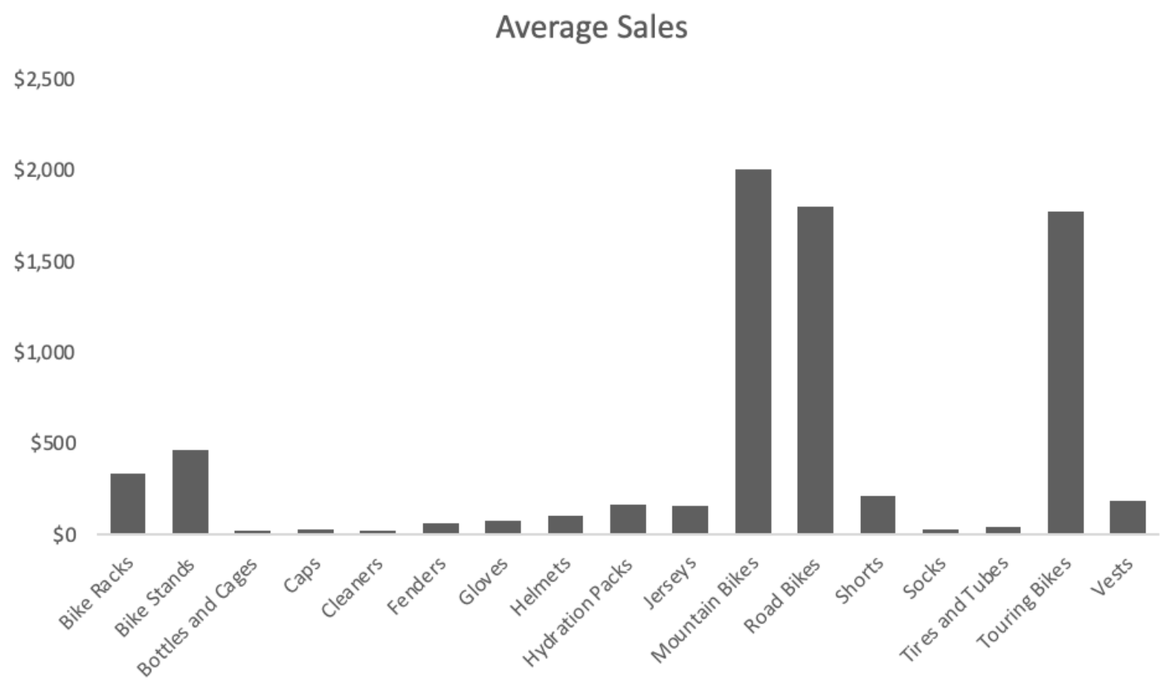
> Graphical representation of data using charts, graphs, and other visual tools

- Presentation of (complex) data:
  - Identify trends
  - Discover outliers
- Enhances understanding and retention of information
- Critical part of the decision-making process in data-driven organizations

Excel for data visualization

Offers a wide variety of ways to visualize your data:

- Simple 2D charts to complex 3D models
- Customization options including:
  - Legends
  - Styles
  - Labels
  - Color schemes

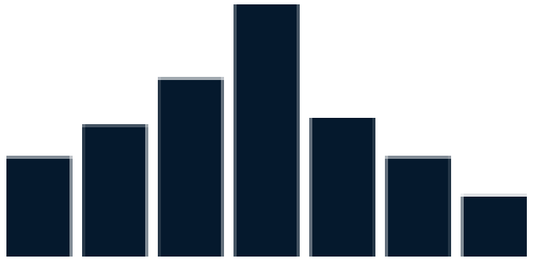


Visualization options

Pie chart

Bar chart

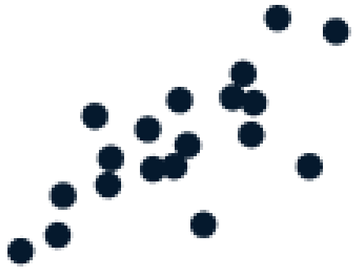
Histogram



Line chart

Area chart

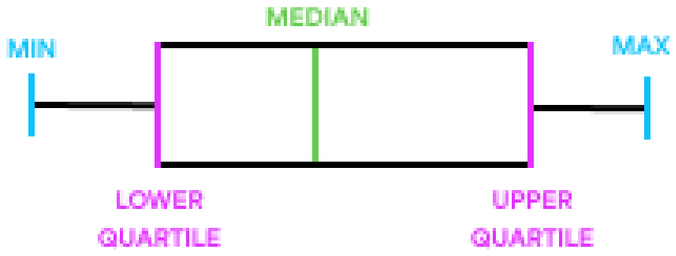
Scatter plot



Visualization options

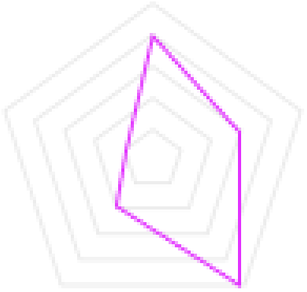
Treemaps

Box & Whiskers



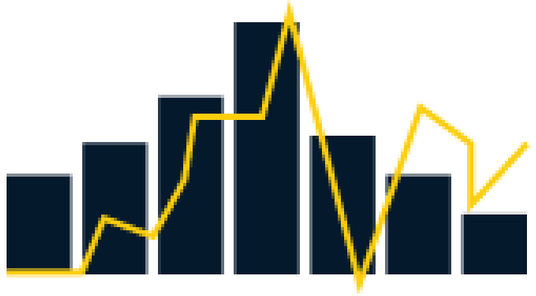
Waterfall

Radar chart



Maps

Combination charts



Let's test your skills!

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How to visualize data

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Let's practice!

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Congratulations!

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Chapter 1

Getting started with Excel

Familiarized yourself with Excel

- Learned how to navigate Excel and understand all the different use cases.
- How to add data to workbooks
- Creating basic formulas

Working with tables

- Created tables
- Utilized structured cell references
- Filtered and sorted data
- Formatted cells

Chapter 2

Managing data and applying aggregate functions

Managing data

- How to create and reference named ranges
- Creating custom number formats and applying data validation rules
- How to group data and summarize in subtotals and totals
- Create and manage conditional formatting rules

Applying aggregate functions

- Understand how formulas apply the order of operations
- Summarize data with SUM, COUNT, AVERAGE etc.

Chapter 3

Other functions and visualizing data

Other functions

- Understand all the available function categories
- Introducing:
  - Text
  - Date & Time
  - Math & Trig

Visualizing data

- Understand what options are available in Excel
- How to visualize categories, parts of a whole and trends

Become an Excel master!

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