**Excel for data analytics**

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# II/ Basic Excel for Data Analysis 2022

Perform basic spreadsheet tasks including navigation, data entry, and using formulas.

Employ data quality techniques in Excel

1. to import
2. to clean data

* Removing Duplicated, Irrelevant or Inaccurate Data
  + check spelling,
  + remove empty rows,
  + remove Duplicated rows,
  + **Find & Replace** to correct misspelling
* Dealing with Inconsistencies in Data
  + PROPER, UPPER, LOWER,
  + Change date formatting,
  + Use **Find & Replace** to trim whitespace
* More Excel Features for Cleaning Data
  + Use the Flash Fill feature to clean data
  + LEFT, RIGHT, LEN, and SEARCH functions

Analyze data in spreadsheets by using filtering, sorting, look-up functions, and pivot tables.

1. Filtering and Sorting Data (**Data tab**/Sort, **Data tab**/Filter)
2. Useful Functions for Data Analysis (IF, IFS, COUNTIF, SUMIFS)
3. look-up functions (VLOOKUP, HLOOKUP, XLOOKUP)
4. Using Pivot Tables
   1. Create a pivot table, and perform a simple calculation in a pivot table
   2. Pivot Table Features (Recommended Charts, Filters, Slicers, Timelines)

# III/ Data Visualization and Dashboards with Excel and Cognos

Create basic charts and pivot charts in Excel.

Explain the important role charts play in telling a data-driven story.

Construct advanced charts and visualizations.

Build dashboards using Excel and Cognos Analytics.

## 2/ Creating Visualizations and Dashboards with Spreadsheets

### Creating Advanced Charts

1. How to create treemaps, scatter charts, and histograms in Excel.
2. About the different charts available in Excel, and how each one is different in displaying data.
3. How to create filled map charts and sparklines in Excel.

### Creating Dashboards Using Spreadsheets