

Data Analysis

Data Analysis (MS Excel)

- Naming a range of cells → select the cells → right click and select 'Name a Range'.
→ type the name in the option box. Ensure the range is correctly selected.

New Name ? X

Name: Jobs

Scope: Workbook

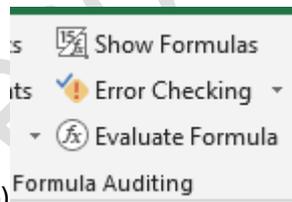
Comment:

Refers to: =1731emp!\$B\$5:\$C\$14

OK Cancel

- While printing the spreadsheet:
 - check the fields required to show
 - if they want it to show formulae. (To show formulas instead of values, select Show Formulas under the Formula Auditing section of the

Formulas tab.)



- To set a cell as currency →, click on the popup box in the Number section of the Home tab → select Currency and pick the required symbol and number of decimal places as specified on the paper.

Format Cells

Number Alignment Font Border Fill Protection

Category:

General

Number

Currency

Accounting

Date

Time

Percentage

Fraction

Scientific

Sample

₹ 3,105.00

Decimal places: 2

Symbol: ₹ English (India)

Negative numbers:

-₹ 1,234.10

- To colour a range of cells that contain specific values →, under the Styles section in the Home tab →, click on the drop-down menu under **Conditional Formatting**. Choose New Rule → **Format only cells that contain**. → add the rule according to the instructions on the paper from the Format tab (ego: less than 100, format: green). You can add more than one rule to a range of cells by repeating the same steps for the new rule.

Edit Formatting Rule ? X

Select a Rule Type:

- ▶ Format all cells based on their values
- ▶ **Format only cells that contain**
- ▶ Format only top or bottom ranked values
- ▶ Format only values that are above or below average
- ▶ Format only unique or duplicate values
- ▶ Use a formula to determine which cells to format

Edit the Rule Description:

Format only cells with:

Cell Value

Preview: AaBbCcYyZz

Rooms
27
75
206
24
107
71
99
75
55

- When you are using another file as a source file (ego for a LOOKUP function), make sure it is open until the end, or else the spreadsheet will no longer be able to access that data.
 - To make a cell reference absolute, press F4 while highlighting it

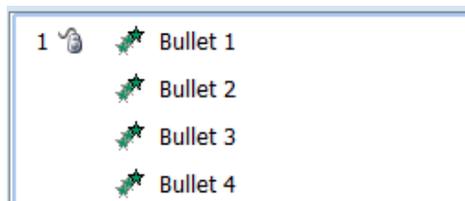
DESCRIPTION	FORMULA
Add, Subtract, Multiply, Divide	=A1+B1
SUM = Adding a range of numbers	=SUM(A1:A4)
AVERAGE - Find the average	=AVERAGE(A1:A4)
MIN - Find the low value	=MIN(A1:A4)
MAX - Find the highest value	=MAX(A1:A4)
COUNT - Finding how many numbers are in a range	=COUNT(A1:A4)
COUNTA - Counting the number of items in a range	=COUNTA(A1:A4)
INT - Converts to the lowest whole number	=INT(A1)
ROUND - Rounding numbers	=ROUND(A1,2) The 2 is the number of decimal places
ROUNDUP - Rounding numbers up	=ROUNDUP(A1,2) The 2 is the number of decimal places
ROUNDDOWN - Rounding numbers down	=ROUNDDOWN(A1,2) The 2 is the number of decimal places
VLOOKUP - Looking up what particular values mean from a table arranged vertically	=VLOOKUP(A1, \$ B \$ 1: \$ C \$ 8,2)A1 is the cell to check \$ B \$ 1: \$ C \$ 8 is the array to look in 2 is column 2 from \$ B \$ 1: \$ C \$ 8 meaning return the value in column 2 in that section.
HLOOKUP - Looking up what particular values mean from a table arranged horizontally	=HLOOKUP(A1, \$ B \$ 1: \$ G \$ 2,2)A1 is the cell to check \$ B \$ 1: \$ G \$ 2 is the array to look in 2 is row 2 from \$ B \$ 1: \$ G \$ 2 meaning return the value in row 2 in that section.
SUMIF – adding up specific values in a range	=SUMIF(\$ B \$ 1: \$ C \$ 8,A1, \$ D \$ 1: \$ D \$ 8)Checks if any cells in \$ B \$ 1: \$ C \$ 8 = A1 and if they do then it adds them together
COUNTIF - Counts the number of cells in a range that satisfy the given criteria	=COUNTIF(A2:A4,">4") Checks that cells have a value greater than 4=COUNTIF(A2:A4, A1) Checks that the cells are equal to the value in cell A1
IF – Deciding what will go into a cell	=IF(\$ B \$ 1: \$ B \$ 8=A1,"A")If the value in A1 appears in the range of cells then write A
Nested IF	=IF(\$ B \$ 1: \$ B \$ 8=A1,"A", IF(\$ B \$ 1: \$ B \$ 8=A2,"B", IF(\$ B \$ 1: \$ B \$ 8=A3,"C",D)))If the value in the range equals A1 then write A, if it equals A2 write B, A3 write C and none of them D
Average IF - it searches for criteria and makes an average of the range according to the criteria	=AVERAGEIF(\$ D \$ 4: \$ D \$ 64,G3, \$ E \$ 4: \$ E \$ 64) \$ D \$ 4: \$ D \$ 64 is the range, G3 is the criteria, \$ E \$ 4: \$ E \$ 64 is the average range
SQRT – Square root of a number	=SQRT(B3)B3 is the number

Presentations

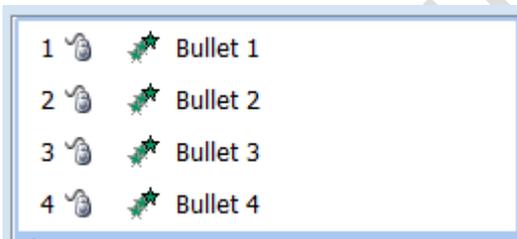
Presentation Authoring (MS PowerPoint)

- To open a given outline, click the “New slide” arrow and click “slide from outline...”
- Printing presenter notes, click print “Notes pages.”
- Printing audience notes, click print “Handouts.”
- When printing evidence of slide transitions, go to slide sorter and then PrntScr

- For all bullets to enter the screen at once →, click on the Custom Animation under the Animations tab → Then select all the bullet points and Add Effect in the side pane and choose the required style.



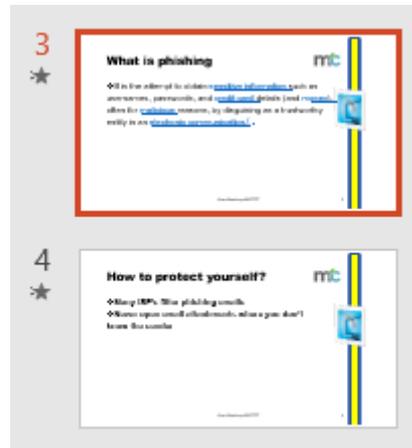
- For the bullets to enter the screen one by one, → Select the first bullet point and animate as required from Add Effects. Repeat for the remaining points.



- When printing evidence of animations, open the Custom animations pane and then **PrntScr**
- To show evidence of transitions, take a screenshot of the slides pane, having a star beside the slides that have transitions.

- It plays continuously to loop a slide show until the Esc key is pressed. Under the Slide Show tab, click on Set Up Slide Show under Set Up. It appears in the Show options section of the option box.

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Set Up Show

Show type

Presented by a speaker (full screen)

Browsed by an individual (window)

Browsed at a kiosk (full screen)

Show options

Loop continuously until 'Esc'

Show without narration