

MS EXCEL COMMANDS FOR DA/DS!!!

The most useful functions don't have to be complicated. 15 Simple functions will improve your ability to analyze data.

● **CONCATENATE:**

=**CONCATENATE** is one of the easiest to learn but most powerful formulas when conducting data analysis.

Combine text, numbers, dates and more from multiple cells into one.

Formula:

= **CONCATENATE**(SELECT CELLS YOU WANT TO COMBINE)

● **LEN:**

=**LEN** quickly provides the number of characters in a given cell. **LEN** is especially useful when trying to determine the difference between different unique identifiers (**UIDs**).

Formula:

= **LEN** (SELECT CELL)

● **COUNTA:**

= **COUNTA** Identifies whether a cell is empty or Not.

COUNTA will allow you to evaluate any gaps the data set might have without having to recognize the data.

Formula:

= COUNTA(SELECT CELL)

● DAYS / NETWORK DAYS:

= DAYS is precisely what it implies it is. This function determines the number of calendar days between two dates.

= NETWORK DAYS is slightly more robust and useful. This formula determines the number of "WORK DAYS" between two dates as well as an option to account for holidays.

Formulas:

= DAYS (SELECT CELL, SELECT CELL)

OR

= NETWORK DAYS (SELECT CELL, SELECT CELL, [Number of holidays])

● SUMIFS:

= SUMIFS is one of the "must-know" formulas for a Data Analyst. SUMIFS is used to determine how much each product is contributing to top line revenue.

Formula:

=SUMIF (RANGE, CRITERIA, [sum_range])

● AVERAGEIFS:

Much like SUMIFS, AVERAGEIFS allows you to take an average based on one or more criteria.

Formula:

= AVERAGE IF (SELECT CELL, CRITERIA, [AVERAGE_RANGE])

● VLOOKUP:

VLOOKUP is one of the most useful and recognizable data analysis functions. For Ex., accounts receivable might know how much each product costs, But the Shipping department can only provide units shipped—perfect VLOOKUP

Formula:

=VLOOKUP (LOOKUP_VALUE, TABLE_ARRAY, COL_INDEX_NUM, [RANGE_LOOKUP])

● FIND/SEARCH:

= FIND/=SEARCH are more powerful function for Isolating specific texts within a data set. Both are listed here because = FIND will return a case-sensitive match

Formula :

= FIND (TEXT, WITHIN-TEXT, [START_NUMBER])

OR

= SEARCH (TEXT, WITHIN-TEXT, [START_NUMBER])

● IFERROR:

= IFERROR is something that any analyst who actively presence data should take advantage of. Ex: Looking for specific text/values in a data set won't return a match. that causes a #VALUE error.

Formula:

= IFERROR (FIND "VALUE", SELECT CELL, VALUE-IF-ERROR)

● COUNTIFS:

= COUNTIFS is the easiest way to count the number of instance a data set meets a set of criteria. COUNTIFS is powerful because of the limitless criteria you can input.

Formula:

= COUNTIF (RANGE, CRITERIA)

● LEFT/RIGHT:

= LEFT, = RIGHT are efficient and straightforward methods for extracting static data out of cells.

= **LEFT** is used to extract the consumers area code from their phone number, while = **RIGHT** is used to extract the last four digits.

Formula:

= **LEFT** (SELECT CELL, NUMBER)

OR

= **RIGHT** (SELECT CELL, NUMBER)

● **RANK:**

= **RANK** is an ancient excel function, but that doesn't downplay its effectiveness for Data Analyst. = **RANK** Allows you to quickly denote how values rank in a data set in ascending or descending order.

Formula:

= **RANK** (SELECT CELL, RANGE_TO_RANK_AGAINST, [ORDER])

● **MINIFS:**

= **MINIFS** is very similar to the min function except it allows you to take the minimum of a set of values, and match on criteria as well.

Formula:

= **MINIFS** (RANGE1, CRITERIA1, RANGE2)

● MAXIFS:

= MAXIFS, like its counterpart minifs, allows you to match on criteria, But this time it looks for the maximum number.

Formula:

=MAXIFS (RANGE1, CRITERIA1, RANGE2)

● SUMPRODUCT:

= SUMPRODUCT is an excellent function to calculate average returns, price points, and margins SUMPRODUCTS multiplies one range of values by its corresponding row counterparts. its Data analysis Gold.

Formula:

=SUMPRODUCT (RANGE1, RANGE2)/SELECT CELL.

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