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1.) Charts is the graphical representation of the data, it helps to interpret the complex data in simplified way possible.

Types of charts 1.line chart 2.bar,coloumn chart 3.pie chart 4.surface chart 5.treemap chart.

2.) Pivot table is the tool used to obtain a report of the data. By reorganising and summarising the column and rows in a new worksheet.

To implement the pivot table 1.Select the worksheet range thats has required data 2.click insert tab 3.select pivot table 4.mention whether to create pivot table in existing worksheet or in a new worksheet 5.click create pivot table.

3.) Conditional formatting used to format a cell or range of cell in the worksheet based on the pre-set condition. It helps user to identify the important cell faster

1.Data bars, it is used to add colour to the cell which indicate how large or small the cell values to the other cells in the worksheet.

2. Colour scales-It is used to give colour for cells ,where colour represents the value in a cell, it differentiate the important cells from other.

3.Highlight cells with value Greater or less than a specified given condition of the number data, for example red colour for less and green for greater value.

4. Highlighting Top, bottom, it highlights the top and bottom value of the worksheet based on preset condition.

5.Highlighting Errors and blank cell, it is used to highlight the cell in the given worksheet indicating the errors and the blank cell of the worksheet.

4). To clear formatting in a cell without removing its content

Click home tab, And click on clear icon, select clear formats.

5). Pivot Table and Chart For Given Data

L	ast Name	First Name	Status	Salary
W	/illiams	Mary	Full Time	\$ 35000
В	rown	Robert	Full Time	\$ 32000
W	lison	Elizabeth	Part Tinne	\$ 12000
Μ	oore	Jennifer	Full Time	\$41000
B	rown	Charles	Full Time	\$ 39000
P	rice	Lisa	Part Time	\$ 14000
W	/ood	Daniel	Part Time	\$ 13750
C	oleman	Donald	Full Time	\$ 37500
р		Geor	Part Time	\$ 12050
S	teele	Donna	Full Time	\$ 36750
S	chultz	Carol	Full Time	\$ 38050
Μ	unoz	Ruth	Part Time	\$ 11000
C	handler	Jason	Full Time	\$ 29000
S	mall	Matthew	Full Time	\$45500
н	ensle	Jessica	Full Time	\$ 52000
B	rown	Gary	Part Time	\$ 8000
G	rimes	Jose	Part Time	\$ 17000
B	axter	Brenda	Full Time	\$ 36000
Μ	lorin	Frank	Full Time	\$ 36500
Ti	ilman	Kathleen	Part Time	\$ 9750
н	uber	Joshua	Full Time	\$ 31750
B	o e	Debra	Full Time	\$ 38050
В	uckner	Jerry	Full Time	\$ 37500
K	nowles	Aaron	Part Time	\$ 10050
V	elazquez	Carlos	Part Time	\$ 9075
V	ang	Marilyn	Full Time	\$ 29750

Full Time	Part Ti	me	\$1,16,675.1	Sum of Salary			
Sum o	ofsalary					 Part Time 	
-							
Row Labels Sum of Salary		Total employees	 \$D,	,94,850.00	,		
Full Time	\$ 5,94,850.00	16					
Grand Total	\$7.11.525.00	26					
		20	Madian Salary				
Averag	je Salary		wear	an Sai	ary		
Row Labels	Average of Sala		Row Labels	Avera	ne of Salary		
Full Time	37178 125		Full Time	Avera	37178 125		
Part Time	11667.5		Part Time		11667.5		
Grand Total	\$ 27,366.35		Grand Total	\$	27,366.35		
Highes	st Salary		Lowest salary				
Dow Labels	Augrams of Cold		Dew Lobels	A	as of Colosy		
Full Time	27179 125		Full Time	Avera	27179 125		
Part Time	11667.5		Part Time		11667.5		
Grand Total	\$ 27,366.35		Grand Total	\$	27,366.35		





7.) Statistics is the set of mathematical tool which is used to analyse, organise, interpret the collected data and arriving conclusions of the sample data.

8.) Analysis tools pack can be added by click file and addin and analysis toolpack.

1.Regression is the statistical tool to relate a dependant variable to one or more independent variables, it is the analysis tool used to forecast by finding the relationships of data in the worksheet.

Regression formula Yi=F(Xi,B)+ei

Yi is the dependent variable Xi is the independent variable F is the function B is the other elements

ei is the error factors

2.Moving average is used to determine the average of the rolling iteration data by the average function. It is a calculation to analyse the data points by creating a series of averages of different subsets in the worksheet. Its is used in demand forecasting and determining the trend.

Simple moving average = (A1+A2+..An)/n A1 is the average of first data A2 is the average of second data An is the average of nth data N is the total number of data.

9.) Histogram is the graphical representation of the data as the bar graph or column chart shows frequency of occurrence of the data in a range. it represents the range of outcome into columns formations along the x axis, the frequency of occurrence of the data is represented by the y axis.

1.Its is used to visualize the data distributions.

2.In excel it can be accessed by clicking the data tab, data analysis icon, analysis tools, Histogram.