

Reading data in Excel

Charts

Another excellent technique to present a narrative with graphics is charts. They summarise data so that data sets are easier to grasp and analyze. Excel is well-known for its ability to organize and compute numbers. A chart is a graphical depiction of any set of facts. A chart is a visual depiction of data that uses symbols such as bars in a Bar Chart or lines in a Line Chart to represent the data. Excel offers a variety of chart kinds from which to pick, or you may utilize the Excel Recommended Charts option to examine charts tailored to your data and select one of those.

Excel charts are great for assisting with data analysis by directing emphasis to one or a few components of a report. We can use Excel charts to filter out the unnecessary "noise" from the story we're attempting to convey at the time and instead focus on the most important bits of data. By navigating to the Insert tab and selecting the Charts command group, you can quickly create pie, line, column, or bar charts. The process for creating these fundamental charts

Step 1: Choose a data range.

Step 2: Select Insert > (choose desired chart type from icons).

Step 3: As needed, modify the inserted chart.

Conditional Formatting

Conditional formatting can assist in highlighting patterns and trends in your data. Create rules that define the format of cells based on their values to utilize it. Conditional formatting may be applied to a range of cells (either a selection or a named range), an Excel table, and even a PivotTable report in Excel for Windows. Follow the steps mentioned below to perform conditional formatting.

Step 1: Click Conditional Formatting on the Home tab. Perform one of the following:

1. If you wish to change the values in individual cells, do so. Select Highlight Cells Rules or Top/Bottom Rules, and then choose the option that corresponds to your needs. If you wish to highlight dates after this week, numbers between 50 and 100, or the lowest 10% of scores, select Highlight Cells Rules.
2. A color scale that indicates the intensity of the cell's color corresponds to the value's placement at the top or bottom of the range emphasizes the relationship between values in a cell range. Sales distributions between regions are one example. Point to Color Scales and then click the desired scale.
3. To emphasize the relationship of values in a cell range, point to Data Bars and then click the desired fill. This creates a colored band across the cell. Price or population comparisons in the major cities are two examples.
4. To highlight a cell range containing three to five sets of values, each with its own threshold, point to Icon Sets and then click a set. For example, you might use a set of three icons to emphasize cells with sales of less than \$80,000, \$60,000, and \$40,000. Alternatively, you may assign a 5-point rating system to autos and use a set of five icons.

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