

Utiliz



NEW ERA
UNIVERSITY COLLEGE
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DKU040(B)

Micro

Excel for Reporting and Analysis

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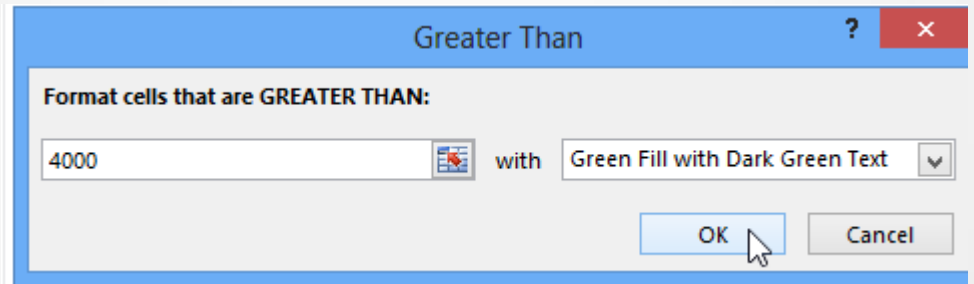
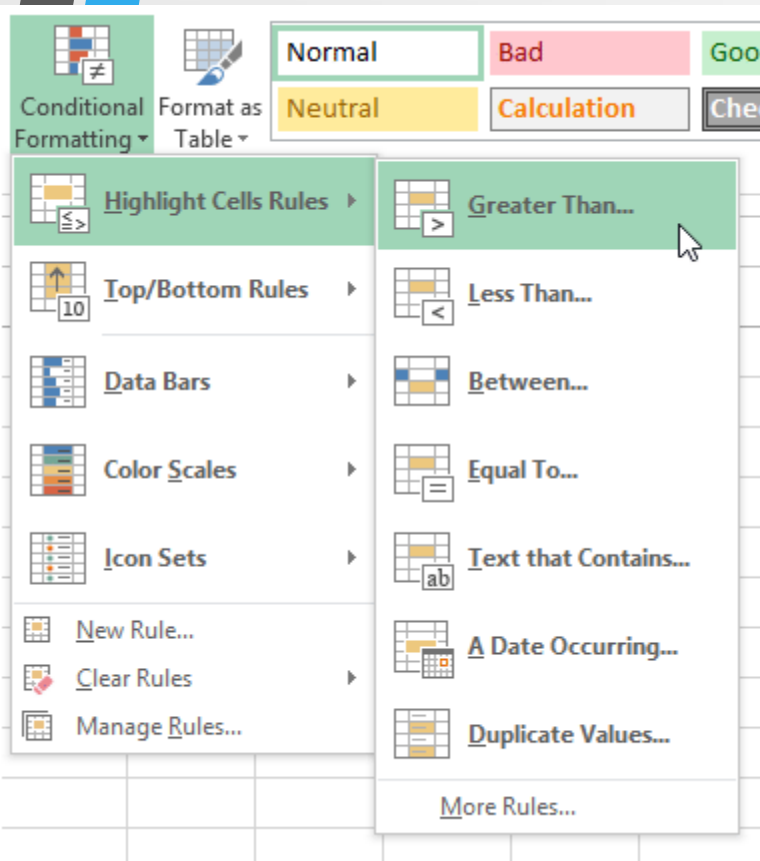
Reporting: What shortcut way that you will learn in this part?

- Conditional Formatting
- Chart
- Data Filtration

Conditional formatting

- To help you visually explore and analyze data, detect critical issues, and identify patterns and trends
- Helps to answer these questions by making it easy to highlight interesting cells or ranges of cells, emphasize unusual values, and visualize data by using data bars, color scales, and icon sets.
- A conditional format changes the appearance of a cell range based on a condition (or criteria). If the condition is true, the cell range is formatted based on that condition; if the conditional is false, the cell range is not formatted based on that condition

Conditional formatting

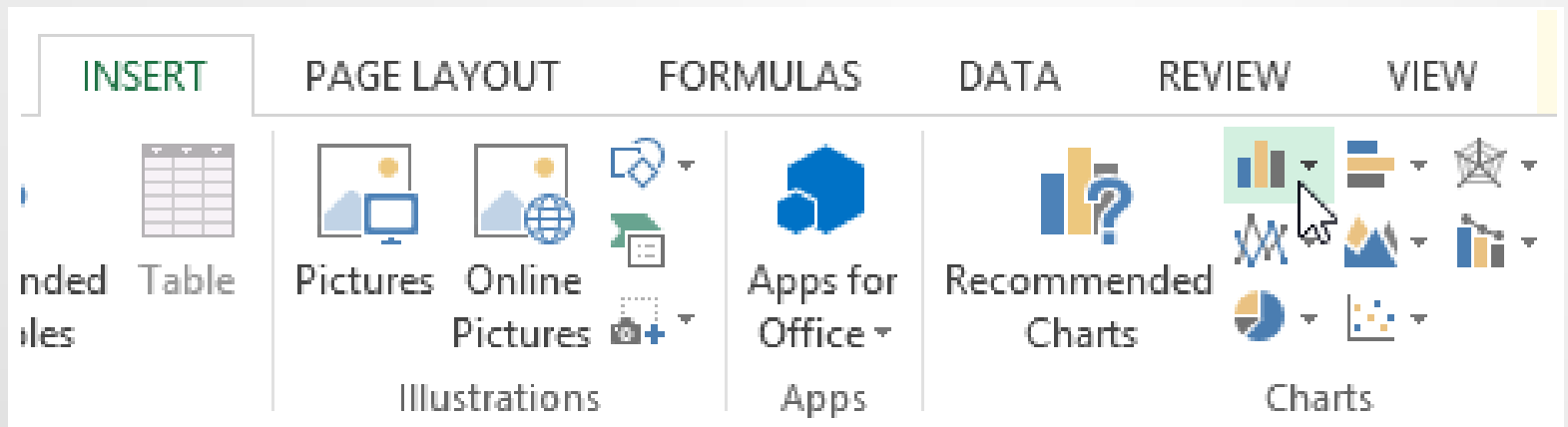


	A	B	C	D
1	Salesperson	May	June	July
2	Albertson, Kathy	\$3,947.00	\$557.00	\$3,863.00
3	Allenson, Carol	\$4,411.00	\$1,042.00	\$9,355.00
4	Altman, Zoey	\$2,521.00	\$3,072.00	\$6,702.00
5	Bittiman, William	\$4,752.00	\$3,755.00	\$4,415.00
6	Brennan, Michael	\$4,964.00	\$3,152.00	\$11,601.00
7	Carlson, David	\$2,327.00	\$4,056.00	\$3,726.00
8	Collman, Harry	\$3,967.00	\$4,906.00	\$9,007.00
9	Counts, Elizabeth	\$4,670.00	\$521.00	\$4,505.00

Charts

- Create a Chart
- Modify a Chart
- Chart Tools
- Copy a Chart to Word

Create a Chart



To create a chart:

- Select the **cells**
- Click the **Insert** tab on the Ribbon
- Click the type of **Chart** you want to create

Modify a Chart

- To move the chart:
- Click the **Chart** and **Drag** it another location on the same worksheet, or Click the **Move Chart** button on the **Design** tab → Choose the desired location (either a new sheet or a current sheet in the workbook)

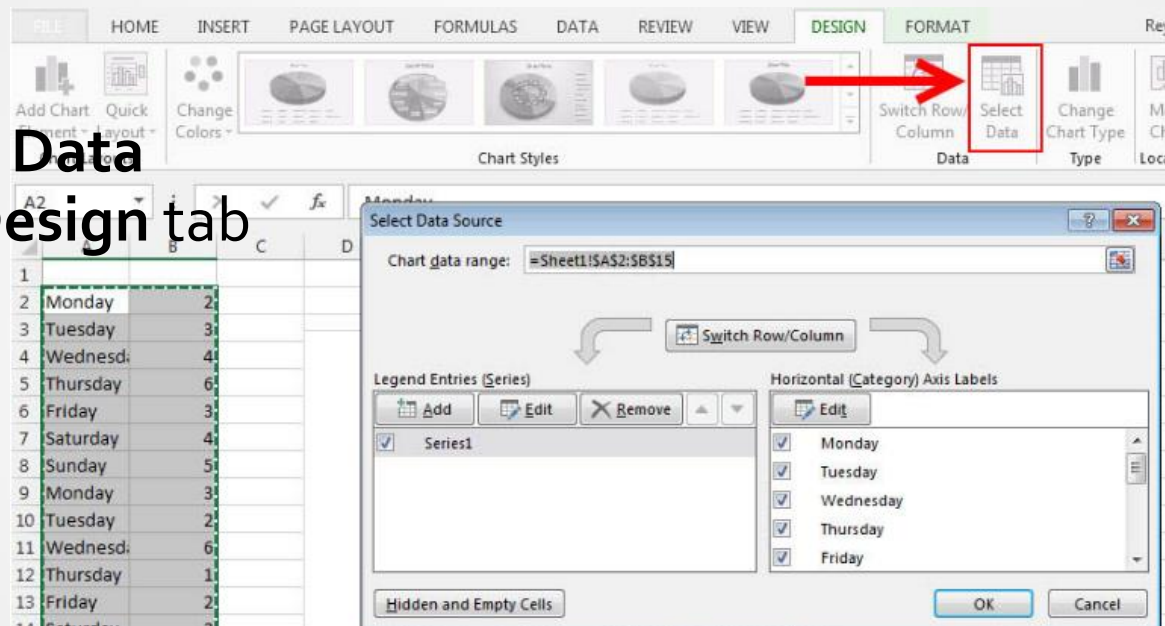
To change the **Chart Type** of the chart:

- Click the **Chart**
- Click the **Change Chart Type** button on the **Design** tab



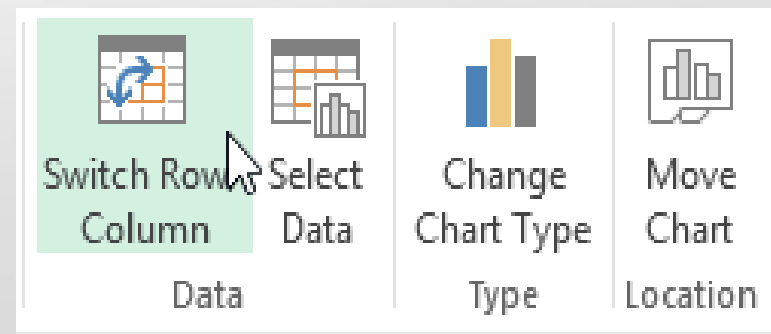
To change the data included in the chart:

- Click the **Chart**
- Click the **Select Data** button on the **Design** tab



To reverse which data are displayed in the rows and columns:

- Click the **Chart**
- Click the **Switch Row/Column** button on the **Design** tab



To modify the labels and titles:

- Click the **Add Chart Element**
- On the **Design** tab, click the **Chart Title** or the **Data Labels** button
- Change the **Title** and click **Enter**

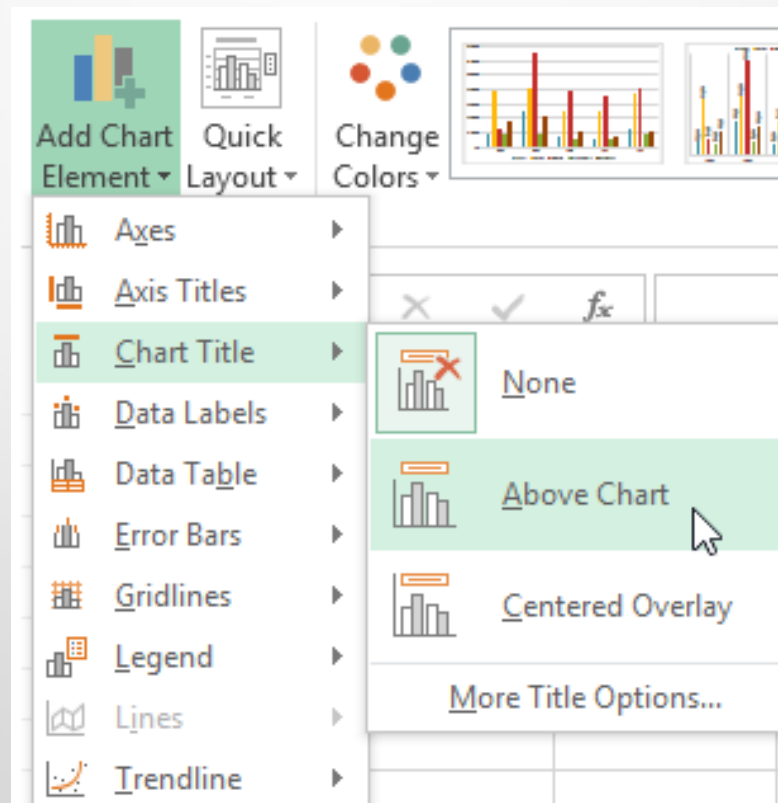


Chart Tools

The Chart Tools appear on the Ribbon when you click on the chart. The tools are located on **Design** tab/ribbon.



Data Filtration

- To **narrow down** the data in your worksheet, allowing you to view only the information you need. It can be use and help you to find information quickly.

Data Review View Tell me

Sort & Filter

Filter

Clear

Reapply

Advanced

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
4	1021	Laptop	15" EDI SmartPad L200-3 Laptop	15-Sep-15	01-Oct-15	Sofie Ragnar
5	1022	Laptop	15" EDI SmartPad L200-3 Laptop	14-Aug-15	15	Hank Sorenson
6	1023	Laptop	15" EDI SmartPad L200-3 Laptop	08-Aug-15	15-Aug-15	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-15	04-Oct-15	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-15		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-15		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-15	26-Sep-15	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-15	27-Aug-15	Jay Peralta
20	6100	Projector	Omega VisX 1.0	28-Sep-15	01-Oct-15	Win Armitage
21	6101	Projector	Omega VisX 1.0	26-Sep-15	27-Sep-15	Michael Earley
22	6102	Projector	Omega VisX 1.0	22-Aug-15	23-Aug-15	Jamila Kyle
23	6200	Projector	Saris Lux T-80	01-Sep-15	04-Sep-15	Jolie Chaturvedi

Brainstorming

- **How to create conditional formatting?**
- **How to create chart?**
- **How to use Filtration and V-Lookup function?**
- **How to turn the data into meaningful outcome by Excel?**



Q & A