

# GMBA 7098: Statistics and Data Analysis

## MS Excel Operations

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## Useful items under the “Data” tab

- ▶ Sort.
- ▶ Filter.
- ▶ Text to columns.
- ▶ Remove duplicates.

## Basic arithmetic/string operations

- ▶ Addition, subtraction, multiplication, division.
- ▶ Power, modulus.
- ▶ Flooring, ceiling, rounding.
- ▶ String generation and concatenation.
- ▶ Substring finding and extraction.

## Formula copying

- ▶ Direct copy and paste.
- ▶ Controlling formula copying using the dollar sign.
- ▶ Paste special...

## Some advanced functions

- ▶ COUNTIF.
- ▶ LOOKUP.
- ▶ IF, AND, OR.
- ▶ Date/time processing functions.
- ▶ ROW, COLUMN, OFFSET.

# Pivot table

- ▶ All the things one may do with a pivot table.