
Secret Santa Gift From Analytics Vidhya



Rise Up In Your Career



Hello!

On Christmas we thought of returning the gesture of love and gratitude to our community members. The year 2016 has been phenomenal and several new users and data science enthusiasts have been associated with us. Analytics Vidhya till date is one of the most read blogs on data science globally. A thriving most active discussion and Q&A portal in data science.

As a thank you to all our community members, we decided to provide a handy reference guide on topics of your choice. Based on your selection we are providing you a handy reference guide for the skills that you want to learn in 2017. This reference guide is your ultimate resource reference for each topic.

I hope you will find the reference guide helpful and it will let you remain ahead of the competitive curve in the coming year.

As we move into a new year, to help you rise above in your career we will be launching several new initiatives. With the start to a new year, you will see a dedicated job portal on data science & analytics. We have planned to provide you more informative content to enhance your knowledge. You will also see several new competitions, skilltest and hackathons of Analytics Vidhya in the coming months.

We wish you Merry Christmas and Happy New Year!



Regards

Kunal Jain

CEO & Founder

Analytics Vidhya



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Introduction



Excel by far the most widely used tool for several reasons. Easy UI / UX for anyone to start with, great features for doing simple exploratory and statistical analysis and almost universal availability make it a must have tool in your repository.

However, not many people realize the power of Excel. At times, it is surprising to see people using R / Python for simple financial and business analysis, just because they are not comfortable with Excel. They fail to realize how much power Pivot tables, conditional formatting and simple formulas can deliver.

Step 0: Basics

Here, we are suggesting to go through the excel tutorial on GCFLearnFree.org. This tutorial has both video, text based content, and it is designed for beginners only. This tutorial has following content:

- Basics of Excel (Open, Save, New, Cell Basic, Formatting, Layouts)
- Formula & Functions
- Working with Data (Sort, Filter, Data Validation, Group/ Sub-total, Table)
- Charts & Sparklines
- Conditional Formatting, What-if Analysis

Step 1: More Functions

Excel has various functions to perform different operations like Financial, Text, Date & Time, Mathematical, Statistical, LookUp & Reference & More advance functions. [Excel Easy](#) has explained these functions with examples and in a very simple manner.

- Text
- Lookup & Reference ([Dynamic Range Definition](#))
- Financial
- Statistical
- Count & Sum Functions
- Logical



- Arrays Formula

Step 2: Advance Charts

Apart from these basic excel charts (Bar, Column, Line, Pie), we can plot more advance charts also by playing with different chart metrics. Below are the list of advance excel charts with resources:

- Waterfall Chart ([Resource](#))
- Box-plot ([Resource](#))
- Thermometer Chart ([Resource](#))
- Gauge Chart ([Resource](#))

Additionally, you can also refer article written by Chandoo, "Select right chart for data representation".

Step 3: Basics of VBA (Macro)

Here, I suggest you to have a basic understanding about VBA. It will help you to perform various tasks, those cannot be performed directly by excel inbuilt functions. Excel-Pratique has designed a free Excel-VBA course for the beginners.

Step 4: Other Resources

- Along with above discussed resources, you can also follow below resources (Blogs/ Discussions) to get updated with industry experts:
 - [Cheatsheet – Excel Functions & Keyboard Shortcuts](#)
 - Blogs
 - [Chandoo.org](#)
 - [Mr. Excel](#)
 - [Excelguru](#)
 - Forum/ Discussion
 - [Chandoo Excel Forum](#)
 - [Excel Forum](#)



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Thank you

