



Al-Mustaql University  
college of Pharmacy



# Microsoft Excel

# Data

Lec 7+8



Asst.Lect.rusul Khalil hussein

E-mail: [rusul.khslil.hussein@uomus.edu.iq](mailto:rusul.khslil.hussein@uomus.edu.iq)

# Introduction to Excel Data

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Excel is a powerful tool for storing and analyzing data.

It helps users organize information efficiently.

# Types of Data in Excel

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Excel supports text, numbers, dates, and logical values.

Correct data types ensure proper calculation.

# Entering Data

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Data can be typed manually or imported from external files.

Accurate entry leads to reliable analysis.

# Cells, Rows, and Columns

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Data is organized in cells at the intersection of rows and columns.

A structured layout makes analysis easier.

# Using AutoFill

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AutoFill replicates patterns or sequences automatically.

It saves time when dealing with repetitive data.

# Sorting Data

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Sorting arranges data in ascending or descending order.

It helps identify important trends quickly.

# Filtering Data

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Filtering displays only the data that meets chosen criteria.

Useful for focusing on specific information.

# Basic Formulas

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Functions like SUM and AVERAGE simplify calculations.

They allow fast analysis of numerical data.

# Data Validation

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Data validation restricts what can be entered into cells.

This reduces errors and maintains consistency.

# Question:

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What is the importance of using Tables in Excel?



# Using Tables

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Excel tables help manage large datasets efficiently.

They include built-in filters and structured references.

# Charts and Visualization

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Charts convert numbers into visual insights.

Common types include bar, pie, and line charts.

# Conditional Formatting

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This feature highlights cells based on rules.

It helps identify outliers or important patterns.

# Naming Ranges

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Named ranges make formulas easier to read.  
They also help manage complex spreadsheets.

# Importing Data

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Excel can import data from CSV, text files, and databases.

This enables integration with external systems.

# Cleaning Data

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Cleaning removes duplicates and inconsistencies.

Clean data ensures accurate reporting.

# Data Analysis Tools

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Excel offers tools like PivotTables to summarize information.

These tools reveal hidden patterns.

# PivotTables

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PivotTables reorganize and summarize large datasets.

They support dynamic and interactive analysis.

# What-If Analysis

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Tools like Goal Seek allow forecasting and simulation.

They help in decision-making and planning.

# Conclusion

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Excel provides many features for handling data effectively.

Mastering them improves productivity and accuracy.