

Excel for Data Analytics Guide PDF Page

Excel for Data Analytics Guide PDF Page: Content + <head> (Uncodemy)

FINAL URL: <https://uncodemy.com/data-analytics-excel-guide-pdf>

Publish this page at exactly this URL (non-www, no trailing slash). Canonical, og:url and sitemap entry must match it.

Prepared: 26 October 2026 · **Primary keyword:** excel for data analytics guide pdf · **Search volume:** not checked (keyword tool out of credits); verify in Search Console.

Read first (5 flags):

- Your course PDF title, page count and size were not shared.** Download cards are fill-in slots ([CONFIRM]). Card 1 is your course PDF; cards 2 and 3 only if you have more files.
- One unique file per button.** The same course PDF repeated on many pages is fine as a resource, but each page's text must stay unique and useful without the file.
- Free or gated?** Not stated. The page says "Download", not "Free". If a form is used, add a consent checkbox and Privacy Policy link (DPPD Act 2023).
- No made-up stats or testimonials;** no placement or salary claims without a named, dated source.
- Author and reviewer are placeholders;** use real named trainers and one real "Last reviewed" date.

PART 1: Page plan

Item	Decision
Final URL	https://uncodemy.com/data-analytics-excel-guide-pdf
Intent (anti-cannibalisation)	EXCEL SKILLS FOR ANALYSIS (formulas, pivots, Power Query). Other tools have their own guide pages.
Why not thin	Explainer-style sections, FAQs and cross-links make the page useful even without a download
Schema	WebSite, Organization, Breadcrumb, CollectionPage, FAQPage (only FAQs visible on the page). PDF <code>ItemList</code> provided commented, to enable after titles are final
Share image	https://uncodemy.com/image/logo-og.jpg for now; custom 1200x630 card recommended

PART 2: Page content (copy-paste ready)

SEO Title (45 chars):

Excel for Data Analytics Guide PDF | Uncodemy

Meta Description (140 chars):

Download the Excel for data analytics guide PDF from Uncodemy: formulas, lookups, PivotTables, Power Query and charts, with worked examples.

H1: Excel for Data Analytics Guide PDF Downloads **Breadcrumb:** Home > Excel for Data Analytics Guide PDF **Final URL:** <https://uncodemy.com/data-analytics-excel-guide-pdf>

Byline: Prepared by the Uncodemy trainer team [CONFIRM: author name and role] · Reviewed by [CONFIRM: reviewer name and role] · Last reviewed: [DATE]

Quick Answer

This page offers Uncodemy's Excel for data analytics guide as a PDF download. Excel remains the first tool most analysts use. The guide covers the formulas, lookup functions, pivot tables, Power Query steps and chart habits that matter most for analysis, and it explains how to keep a workbook accurate and easy to audit.

Download Excel for Data Analytics Guide PDF

[CONFIRM: free or gated, and whether details are needed before download]

PDF 1 (main): [CONFIRM TITLE: your Data Analytics course PDF]
[CONFIRM: one line on what it covers and who it is for] · [N] pages · [X] MB · PDF · Updated [DATE]
[Download PDF] → <https://uncodemy.com/pdf/data-analytics-excel-guide.pdf> (your course PDF, uploaded under this file name)

PDF 2 (optional): [CONFIRM TITLE]
Only if you have a second PDF that genuinely fits this topic. **[Download PDF]** → <https://uncodemy.com/pdf/data-analytics-excel-guide-2.pdf>

PDF 3 (optional): [CONFIRM TITLE]

Same rule. **[Download PDF]** → <https://uncodemy.com/pdf/data-analytics-excel-guide-3.pdf>

Each button must open its own file. Do not point several buttons at one file. Delete unused optional cards.

Why Excel still matters

Excel is available almost everywhere, opens files from nearly any source and lets you see your data while you work on it. That immediacy makes it the best tool for a first look at a dataset, for quick calculations and for sharing results with colleagues who do not use code. Its limits are equally real: it slows down with large files, formulas are hard to audit and manual edits are not repeatable. A good analyst knows both sides and uses Excel where it is strongest, then moves to SQL, Python or a BI tool when the data or the task outgrows it.

Core formulas every analyst should know

Task	Functions	Example idea
Totals and averages	SUM, AVERAGE, MEDIAN, COUNT, COUNTA	Average order value by month
Conditional totals	SUMIFS, COUNTIFS, AVERAGEIFS	Revenue for one region in one quarter
Lookups	XLOOKUP, VLOOKUP, INDEX with MATCH	Pull a product category into an orders sheet
Logic	IF, IFS, AND, OR, IFERROR	Flag orders above a threshold
Text	TRIM, LEFT, RIGHT, MID, TEXTJOIN, SUBSTITUTE	Clean and combine names
Dates	TODAY, EOMONTH, DATEDIF, TEXT, WEEKDAY	Group sales by month or weekday
Statistics	STDEV.S, PERCENTILE, CORREL	Check spread and relationships

Lookups: bringing tables together

Most business questions need data from more than one table, such as orders and products. Lookup functions fetch a matching value from another range. XLOOKUP is the modern choice: it searches in any direction, returns an exact match by default and lets you specify what to show when nothing is found. VLOOKUP is older and requires the key to be in the first column. INDEX with MATCH remains popular for flexibility. Whichever you use, check that the lookup key is unique in the lookup table and test for unmatched keys, because a silent mismatch gives blanks or wrong values.

Examples of useful formulas

These formulas assume a table named Orders with the columns shown. Adjust the names to your own sheet.

```
=SUMIFS(Orders[Amount], Orders[Region], "North", Orders[Status], "<>Cancelled")

=XLOOKUP([@ProductID], Products[ProductID], Products[Category], "Not found")

=IFERROR([@Revenue] / [@Orders], 0)

=TEXT([@OrderDate], "yyyy-mm")
```

Pivot tables: the analyst's workhorse

A pivot table summarises thousands of rows into a compact table in seconds. You drag fields into rows, columns, values and filters, choose a summary such as sum, count or average, and Excel produces the result. Add slicers for easy filtering, group dates into months or quarters and use show values as options to display percentage of total or difference from a previous period. Always build pivots from a clean, tabular source with one header row, no blank rows and one fact per row. Refresh the pivot after the source changes, since it does not update on its own.

Steps to build a reliable pivot-based summary

- 1. Convert the data to an Excel table so ranges expand automatically.
- 2. Check for blanks, duplicates and text stored as numbers.
- 3. Insert a pivot table and choose rows, columns and values.
- 4. Format numbers, rename fields and sort meaningfully.
- 5. Add slicers or timelines for interactive filtering.
- 6. Check the grand total against the source before sharing.

Power Query: repeatable cleaning

Power Query, found under Get and Transform on the Data tab, lets you import data and apply cleaning steps such as removing columns, changing types, splitting text, filtering rows, merging tables and unpivoting. Each step is recorded in order, so when new data arrives you click refresh and every step runs again. This turns a one-off manual clean-up into a repeatable process and leaves a visible audit trail of what was done. For analysts who handle weekly or monthly files, learning Power Query is one of the most valuable skills in Excel.

Charts that communicate

- Choose the chart for the question: lines for trends, bars for comparisons.
- Remove gridlines, borders and 3D effects that add clutter.
- Label axes and units; write a title that states the finding.
- Use colour to highlight one series and grey for the rest.
- Sort bars by value unless there is a natural order.

Good practice for trustworthy workbooks

- Keep raw data, calculations and outputs on separate sheets.

- Avoid hard-coded numbers inside formulas; place assumptions in labelled cells.
- Use consistent formulas down a column; use tables to enforce it.
- Name key ranges and tables so formulas read clearly.
- Add a notes sheet describing sources, definitions and the date of last update.
- Protect formulas that should not be changed, and keep version history.

Common Excel mistakes

- **Merged cells and blank rows** in data that breaks pivots and filters.
- **Numbers stored as text**, which sum to zero or sort wrongly.
- **Copy-paste values** that hide formula logic and go stale.
- **Volatile or very long formulas** that nobody can audit.
- **Using Excel for very large data** that belongs in a database.

Practice plan

Take a sales dataset of a few thousand rows. Clean it with Power Query, add a category with a lookup, build a pivot of revenue by month and region, add two slicers and chart the main trend. Then write three sentences on what the pivot shows. Repeat on a new dataset after a week and try to do it faster and with fewer errors. That cycle of build, summarise and explain is exactly what junior analysts do every day.

Related Uncodemy resources

- [Data Analyst Tools Guide PDF](#)
- [Data Analytics Data Cleaning Guide PDF](#)
- [SQL for Data Analytics Guide PDF](#)
- [Power BI for Data Analytics Guide PDF](#)

Learn with a trainer [use only the line that is true]

- **Data Analytics course:** <https://uncodemy.com/course/data-analytics-training-course-in-noida>. URL verified on the live site.

(One soft call to action: course link or free demo. No pop-up.)

About these PDFs

These PDFs are study material for learning and revision. They are not a certificate, a degree or a promise of a job, and technology changes, so check official documentation for the latest details. Spot an error? Write to [CONFIRM: feedback email] and the trainer team will review it.

Frequently Asked Questions

What Excel skills do data analysts need?

Key skills are formulas such as SUMIFS and XLOOKUP, pivot tables, charts, data cleaning with Power Query and building workbooks that are accurate and auditable.

Is XLOOKUP better than VLOOKUP?

XLOOKUP is more flexible: it can look in any direction, defaults to exact match and handles missing values more cleanly. VLOOKUP still works but has more limits.

What is Power Query used for?

Power Query imports and cleans data through recorded steps, so the same transformations can be refreshed when new data arrives.

When should I stop using Excel and use SQL or Python?

When the data is too large or slow in Excel, when you need repeatable automated processing, or when the data already lives in a database.

How do I avoid errors in Excel analysis?

Separate raw data and calculations, avoid hard-coded numbers, reconcile totals with the source and document definitions and assumptions.

Are these PDFs free to download?

[CONFIRM: state clearly whether the PDFs are free, or whether a short form is needed first.]

The last FAQ contains [CONFIRM], so it is NOT in the FAQ schema. Fill it and keep it on the page, or delete it.

PART 3: <head> section (copy-paste ready)

Final URL: <https://uncodemy.com/data-analytics-excel-guide-pdf>

```
<!-- =====
UNCODEMY <head> | FINAL URL: https://uncodemy.com/data-analytics-excel-guide-pdf
Prepared 26 October 2026. Paste into the page <head>; keep your site-wide favicon, fonts, analytics.
BEFORE GO-LIVE: (1) set dateModified in the JSON-LD to the real publish date;
(2) replace og:image with a 1200x630 share card when available;
(3) once PDF titles are final, uncomment the ItemList block at the bottom.
===== -->

<meta charset="UTF-8">
<meta name="viewport" content="width=device-width, initial-scale=1">

<title>Excel for Data Analytics Guide PDF | Uncodemy</title>
<meta name="description" content="Download the Excel for data analytics guide PDF from Uncodemy: formulas, lookups, PivotTables, Power Query and charts, with
worked examples.">
<link rel="canonical" href="https://uncodemy.com/data-analytics-excel-guide-pdf">
<meta name="robots" content="index, follow, max-snippet:-1, max-image-preview:large, max-video-preview:-1">
<meta name="author" content="Uncodemy">
<meta name="publisher" content="Uncodemy Edutech Pvt. Ltd.">
```

```
<meta name="language" content="en-IN">
<link rel="alternate" hreflang="en-in" href="https://uncodemy.com/data-analytics-excel-guide-pdf">
<link rel="alternate" hreflang="x-default" href="https://uncodemy.com/data-analytics-excel-guide-pdf">
```

```
<!-- Open Graph -->
```

```
<meta property="og:type" content="website">
<meta property="og:site_name" content="Uncodemy">
<meta property="og:locale" content="en-IN">
<meta property="og:url" content="https://uncodemy.com/data-analytics-excel-guide-pdf">
<meta property="og:title" content="Excel for Data Analytics Guide PDF | Uncodemy">
<meta property="og:description" content="Download the Excel for data analytics guide PDF from Uncodemy: formulas, lookups, PivotTables, Power Query and charts
```

with worked examples.">

```
<meta property="og:image" content="https://uncodemy.com/image/logo-og.jpg">
<meta property="og:image:alt" content="Uncodemy Excel for Data Analytics Guide PDF study material">
```

```
<!-- X (Twitter) -->
```

```
<meta name="twitter:card" content="summary_large_image">
<meta name="twitter:site" content="@uncodemy">
<meta name="twitter:title" content="Excel for Data Analytics Guide PDF | Uncodemy">
<meta name="twitter:description" content="Download the Excel for data analytics guide PDF from Uncodemy: formulas, lookups, PivotTables, Power Query and chart
```

with worked examples.">

```
<meta name="twitter:image" content="https://uncodemy.com/image/logo-og.jpg">
<meta name="twitter:image:alt" content="Uncodemy Excel for Data Analytics Guide PDF study material">
```

```
<!-- Structured data: one @graph (WebSite, Organization, Breadcrumb, CollectionPage, FAQPage) -->
```

```
<script type="application/ld+json">
```

```
{
  "@context": "https://schema.org",
  "@graph": [
    {
      "@type": "WebSite",
      "@id": "https://uncodemy.com/#website",
      "url": "https://uncodemy.com/",
      "name": "Uncodemy",
      "publisher": {
        "@id": "https://uncodemy.com/#organization"
      },
      "inLanguage": "en-IN"
    },
    {
      "@type": "EducationalOrganization",
      "@id": "https://uncodemy.com/#organization",
      "name": "Uncodemy",
      "legalName": "Uncodemy Edutech Pvt. Ltd.",
      "url": "https://uncodemy.com/",
      "logo": {
        "@type": "ImageObject",
        "url": "https://uncodemy.com/uc-layout/img/Logo.webp"
      },
      "email": "info@uncodemy.com",
      "identifier": {
        "@type": "PropertyValue",
        "name": "CIN",
        "value": "U85499UP2024PTC195902"
      },
      "@contactPoint": [
        {
          "@type": "ContactPoint",
          "telephone": "+91-9818366550",
          "contactType": "admissions",
          "areaServed": "IN",
          "availableLanguage": [
            "en",
            "hi"
          ]
        }
      ],
      "sameAs": [
        "https://x.com/uncodemy",
        "https://www.facebook.com/uncodemyofficial/",
        "https://www.linkedin.com/company/uncodemy/",
        "https://www.instagram.com/uncodemyofficial/"
      ]
    },
    {
      "@type": "BreadcrumbList",
      "@id": "https://uncodemy.com/data-analytics-excel-guide-pdf#breadcrumb",
      "itemListElement": [
        {
          "@type": "ListItem",
          "position": 1,
          "name": "Home",
          "item": "https://uncodemy.com/"
        },
        {
          "@type": "ListItem",
          "position": 2,
          "name": "Excel for Data Analytics Guide PDF",
          "item": "https://uncodemy.com/data-analytics-excel-guide-pdf"
        }
      ]
    },
    {
      "@type": "CollectionPage",
      "@id": "https://uncodemy.com/data-analytics-excel-guide-pdf#webpage",
      "url": "https://uncodemy.com/data-analytics-excel-guide-pdf",
      "name": "Excel for Data Analytics Guide PDF Downloads",
      "description": "Download the Excel for data analytics guide PDF from Uncodemy: formulas, lookups, PivotTables, Power Query and charts, with worked
examples.",
      "inLanguage": "en-IN",
      "isPartOf": {
        "@id": "https://uncodemy.com/#website"
      },
      "publisher": {
        "@id": "https://uncodemy.com/#organization"
      },
      "breadcrumb": {
        "@id": "https://uncodemy.com/data-analytics-excel-guide-pdf#breadcrumb"
      },
      "about": {
        "@type": "Thing",
        "name": "Excel for Data Analytics Guide"
      }
    }
  ]
}
```

```

    },
    "primaryImageOfPage": {
      "@type": "ImageObject",
      "url": "https://uncodemy.com/image/logo-og.jpg"
    },
    "dateModified": "2026-10-26"
  },
  {
    "@type": "FAQPage",
    "@id": "https://uncodemy.com/data-analytics-excel-guide-pdf#faq",
    "inLanguage": "en-IN",
    "isPartOf": {
      "@id": "https://uncodemy.com/data-analytics-excel-guide-pdf#webpage"
    },
    "mainEntity": [
      {
        "@type": "Question",
        "name": "What Excel skills do data analysts need?",
        "acceptedAnswer": {
          "@type": "Answer",
          "text": "Key skills are formulas such as SUMIFS and XLOOKUP, pivot tables, charts, data cleaning with Power Query and building workbooks that are
accurate and auditable."
        }
      },
      {
        "@type": "Question",
        "name": "Is XLOOKUP better than VLOOKUP?",
        "acceptedAnswer": {
          "@type": "Answer",
          "text": "XLOOKUP is more flexible: it can look in any direction, defaults to exact match and handles missing values more cleanly. VLOOKUP still wo
but has more limits."
        }
      },
      {
        "@type": "Question",
        "name": "What is Power Query used for?",
        "acceptedAnswer": {
          "@type": "Answer",
          "text": "Power Query imports and cleans data through recorded steps, so the same transformations can be refreshed when new data arrives."
        }
      },
      {
        "@type": "Question",
        "name": "When should I stop using Excel and use SQL or Python?",
        "acceptedAnswer": {
          "@type": "Answer",
          "text": "When the data is too large or slow in Excel, when you need repeatable automated processing, or when the data already lives in a database."
        }
      },
      {
        "@type": "Question",
        "name": "How do I avoid errors in Excel analysis?",
        "acceptedAnswer": {
          "@type": "Answer",
          "text": "Separate raw data and calculations, avoid hard-coded numbers, reconcile totals with the source and document definitions and assumptions."
        }
      }
    ]
  }
]
}
</script>

<!-- ADD AFTER THE PDF TITLES ARE FINAL (remove this wrapper, fill every [...] value):
<script type="application/ld+json">
{
  "@context": "https://schema.org",
  "@type": "ItemList",
  "@id": "https://uncodemy.com/data-analytics-excel-guide-pdf#pdfs",
  "name": "Excel for Data Analytics Guide PDF downloads",
  "numberOfItems": 3,
  "itemListElement": [
    {
      "@type": "ListItem",
      "position": 1,
      "item": {
        "@type": "DigitalDocument",
        "name": "[PDF 1 TITLE]",
        "description": "[PDF 1 ONE-LINE DESCRIPTION]",
        "encodingFormat": "application/pdf",
        "url": "https://uncodemy.com/pdf/data-analytics-excel-guide.pdf",
        "inLanguage": "en",
        "publisher": {
          "@id": "https://uncodemy.com/#organization"
        }
      }
    },
    {
      "@type": "ListItem",
      "position": 2,
      "item": {
        "@type": "DigitalDocument",
        "name": "[PDF 2 TITLE]",
        "description": "[PDF 2 ONE-LINE DESCRIPTION]",
        "encodingFormat": "application/pdf",
        "url": "https://uncodemy.com/pdf/data-analytics-excel-guide-2.pdf",
        "inLanguage": "en",
        "publisher": {
          "@id": "https://uncodemy.com/#organization"
        }
      }
    },
    {
      "@type": "ListItem",
      "position": 3,
      "item": {
        "@type": "DigitalDocument",
        "name": "[PDF 3 TITLE]",
        "description": "[PDF 3 ONE-LINE DESCRIPTION]",
        "encodingFormat": "application/pdf",
        "url": "https://uncodemy.com/pdf/data-analytics-excel-guide-3.pdf",
        "inLanguage": "en",

```

```
    "publisher": {
      "@id": "https://uncodemy.com/#organization"
    }
  }
}
</script>
-->
```

DEVELOPER CHECKLIST

- ☐ Final URL live at `https://uncodemy.com/data-analytics-excel-guide-pdf`; canonical, og:url and sitemap identical.
- ☐ Each button: `<a href="/pdf/data-analytics-excel-guide.pdf" download type="application/pdf">`, its own file, size shown.
- ☐ If a form precedes download: consent checkbox, Privacy Policy link, nothing pre-ticked.
- ☐ One `<h1>`; real HTML tables; code samples in `<pre><code>`.
- ☐ Remove any `<meta name="keywords">` from the template.
- ☐ Test in Google Rich Results Test and `validator.schema.org` after publishing.
- ☐ Add to sitemap and any PDF/resources hub.

STILL NEEDED FROM YOU

#	Item
1	Course PDF title, description, page count, size, and the file URL for each page
2	Free or gated (and form fields if gated)
3	Author, reviewer, publish and last-reviewed dates
4	Course URL for the CTA (lines marked <code>[CONFIRM]</code>)
5	Feedback email
6	Confirmation that Uncodemy owns the rights to every PDF