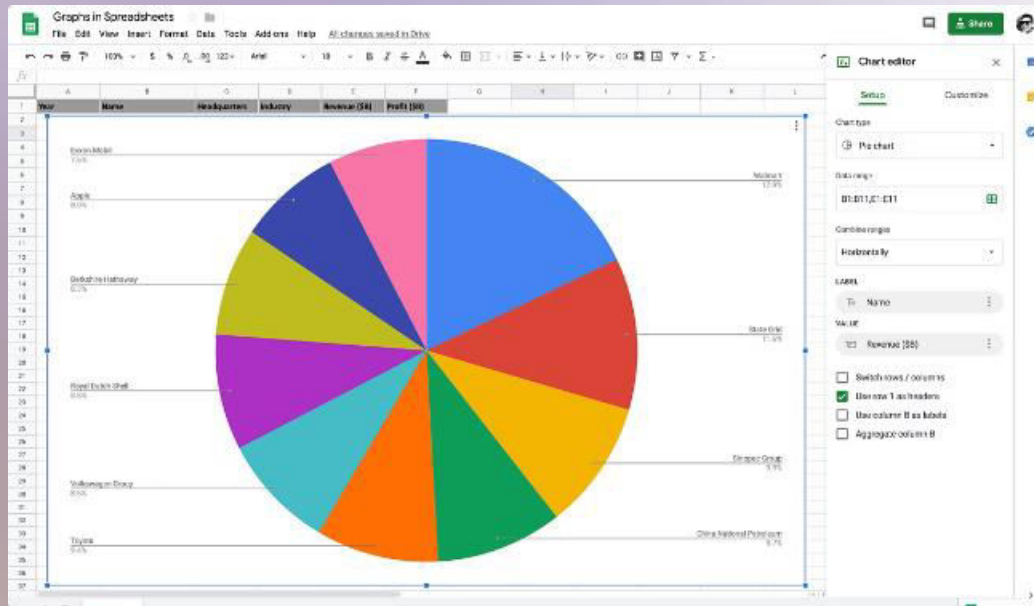




# Introduction to Data Types in Microsoft Excel



Welcome to the world of Microsoft Excel! This presentation will provide a comprehensive overview of the various data types used in Excel. Data types are essential for organizing, analyzing, and manipulating information effectively.

**Presented by**  
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# Numeric Data Types

## 1 Integers

Whole numbers without decimal places, perfect for counting or representing discrete values.

## 3 Percentages

Numbers expressed as a fraction of 100, often used to represent proportions or changes.

## 2 Decimals

Numbers that include decimal places, used to represent fractions or measurements.

	A	B	C	D	E
1		Sales in Each Quarter			
2	Product Name	Jan'2018	April'2018	July'2018	October'2018
3	ABC Mutton	\$ 2,667.60	\$ 4,013.10	\$ 4,836.00	\$ 6,087.90
4	Crab Meat	\$ 1,768.41	\$ 1,978.00	\$ 4,412.32	\$ 1,656.00
5	Camembert Pierrot	\$ 3,182.40	\$ 4,683.50	\$ 9,579.50	\$ 3,060.00
6	Ipoh Coffee	\$ 1,398.40	\$ 4,496.50	\$ 1,196.00	\$ 3,979.00
7	Hot Pepper Sauce	\$ 1,347.36	\$ 2,750.69	\$ 1,375.62	\$ 3,899.51
8	Hot Spiced Okra	\$ 1,509.60	\$ 530.40	\$ 68.00	\$ 850.00
9	Mozzarella di Giovanni	\$ 1,390.00	\$ 4,488.20	\$ 3,027.60	\$ 2,697.00
10	Sir Rodney's Scones	\$ 1,462.00	\$ 644.00	\$ 1,733.00	\$ 1,434.00
11	Steeleye Stout	\$ 1,310.40	\$ 1,368.00	\$ 1,323.00	\$ 1,273.50
12	Veggie-spread	\$ 3,202.87	\$ 263.40	\$ 842.88	\$ 2,590.10
13	<b>Grand Total</b>	<b>\$ 19,239.04</b>			
14					



# Text Data Types

## Strings

A sequence of characters, including letters, numbers, and symbols, used for labels, descriptions, or names.

## Characters

Individual letters, numbers, or symbols that make up a string of text.

Task Name	Contact	Email	Health	Support Level	Engagement Level	Last Touchpoint	NPS Score
Client C	Larry	Example@example.com	At Churn Risk	Gold	Med	Client Email	44 44 44
Client A	Tom	Example@example.com	At Churn Risk	Gold	Med	Meeting	44 44 44
Client	Brad	Example@example.com	Average	Gold	Med	Conference	44 44 44
Client B	Jen	Example@example.com	Average	Silver	High	Office Meeting	44 44 44 44 44
Client	Tom B	Example@example.com	Very good	Gold	High	Not Responding	44 44
Test	Jessica B	Example@example.com	Very good	Gold	Low	Not responding	44 44 44
Client	Stef	Example@example.com	Very good	Gold	Med	Not responding	44 44
Client	Jess	Example@example.com	Very good	Gold	Low	Meeting request sent	44 44 44
New Client	Tom A	Example@example.com	Very good	Gold	Low	Not responding	44 44 44 44



# Date and Time Data Types

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8:00 AM	Deep work	Deep work	Deep work	Deep work	Deep work		
8:30 AM							
9:00 AM	Weekly goals check-in mtg		Product review mtg				
9:30 AM	Daily team huddle mtg						
10:00 AM	Walk with doggo	Walk with doggo	Walk with doggo	Walk with doggo	Walk with doggo		
10:30 AM		Abbey campaign progress sync mtg					Road trip to Napa Valley
11:00 AM					LP planning mtg		
11:30 AM							
12:00 PM	Lunch	Lunch	Lunch	Lunch	Lunch		
12:30 PM	Weekly key stakeholder OKRs sync mtg						

1

Date

Represents a specific day, month, and year, formatted in various ways.

2

Time

Represents a specific hour, minute, and second, often used in conjunction with dates.

3

Date and Time Combined

Combines both date and time into a single value, providing a complete timestamp.



# Boolean Data Types

## True

Represents a value that is considered correct or affirmative, often used in logical operations.

## False

Represents a value that is considered incorrect or negative, used in conjunction with "true" to represent binary choices.



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<b>fx</b>	$\Sigma$								
Insert Function	AutoSum	Recently Used	Financial	Logical	Text	Date & Time	Lookup & Reference	Math & Trig	More Functions

AND	COUNTIF	FORECAST.ETS	LOOKUP	REPT
ARRAY FORMULAS	COUNTIFS	FV	LOWER	RIGHT
<b>101 MOST POPULAR EXCEL FORMULAS</b>	GETPIVOTDATA	MATCH	ROUND	
	HLOOKUP	MAX	SEARCH	
	HOUR	MAXIFS	SEQUENCE	
	HYPERLINK	MEDIAN	SMALL	
	IF	MID	SORT	
	IFERROR	MIN	SORTBY	
	IFS	MINIFS	SUBSTITUTE	
		SUBTOTAL		
		SUMIF		
		SUMIFS		
	SUMPRODUCT			
	SWITCH			
	TEXT			
	TEXTJOIN			
	TIME			
	TODAY			
	TRANSPOSE			
	TRIM			
AVERAGE	DATE	INDEX	MOD	TYPE
BETWEEN	DATEDIF	INDEX-MATCH	MONTH	UNIQUE
CHOOSE	DATEVALUE	INDIRECT	NETWORKDAYS	UPPER
CLEAN	DAY	ISBLANK	OR	VALUE
CONCAT	DAY360	ISERROR	PERCENTAGE	VLOOKUP
CONCATENATE	DAYS	ISNUMBER	PROPER	WEEKDAY
CONVERT	ENDOFMONTH	ISTEXT	RAND	WEEKNUM
COUNT	EXACT	LARGE	RANDARRAY	WORKDAY
COUNTA	FILTER	LEFT	RANDBETWEEN	YEAR
COUNTBLANK	FIND	LEN	REPLACE	3D FORMULAS

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# Formulas and Functions in Excel



## Formulas

Equations that perform calculations using cell references and mathematical operators.

## Functions

Pre-built formulas that perform specific calculations, simplifying complex operations.



# Handling Missing or Null Data

Blank Cells

Empty cells with no value.

Null Values

Cells that contain the specific value "NULL," indicating an intentional absence of data.

Error Values

Cells containing error messages due to invalid formulas or calculations.

E4    fx =IF(D4="", #N/A,D4)

	A	B	C	D	E
1					
2	Day	Date	Daily Sales	Average Weekly Sales	
3	Monday	27/08/2012	39	37.29	37.29
4	Tuesday	28/08/2012	51		#N/A
5	Wednesday	29/08/2012	45		#N/A
6	Thursday	30/08/2012	47		#N/A
7	Friday	31/08/2012	40		#N/A
8	Saturday	01/09/2012	24		#N/A
9	Sunday	02/09/2012	15		#N/A
10	Monday	03/09/2012	23	27.00	27.00
11	Tuesday	04/09/2012	26		#N/A
12	Wednesday	05/09/2012	34		#N/A
13	Thursday	06/09/2012	35		#N/A
14	Friday	07/09/2012	28		#N/A
15	Saturday	08/09/2012	26		#N/A
16	Sunday	09/09/2012	17		#N/A
17	Monday	10/09/2012	30	47.29	47.29
18	Tuesday	11/09/2012	39		#N/A
19	Wednesday	12/09/2012	66		#N/A
20	Thursday	13/09/2012	38		#N/A
21	Friday	14/09/2012	119		#N/A
22	Saturday	15/09/2012	21		#N/A
23	Sunday	16/09/2012	18		#N/A
24	Monday	17/09/2012	79	43.71	43.71



# Best Practices for Data Management in Excel



## Consistent Formatting

Use consistent formats for data types to ensure uniformity and readability.



## Data Validation

Implement data validation rules to prevent incorrect data entry.



## Regular Backup

Create backups of your spreadsheets to protect your data from loss or corruption.

