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DATA ANALYTICS USING EXCEL

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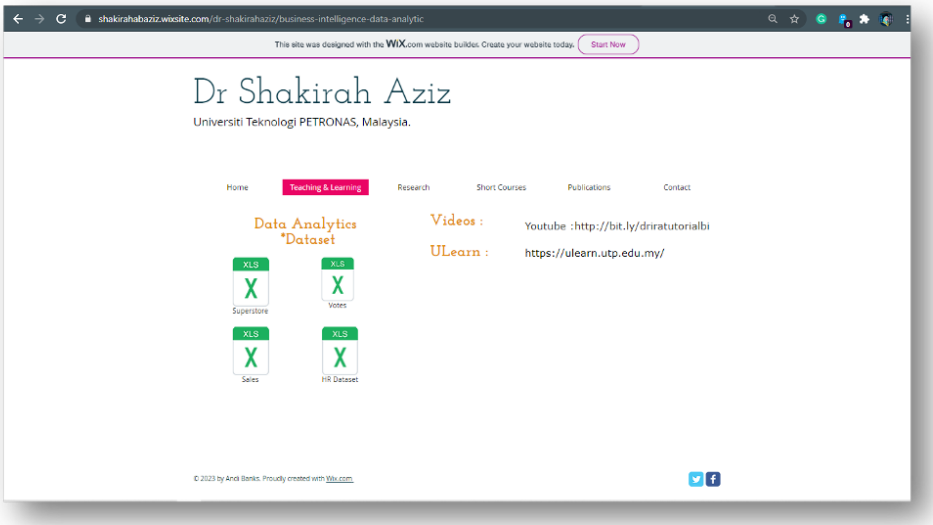
2.1 HOW TO SETUP DATA AS DATASET

Before carrying out analysis, the data file need to setup correctly so that it can be properly analysed. The data need to setup into a table to classify it as a dataset. It is particularly useful, especially when the sheet has more than one group of a dataset, to prevent different data from being combined or corrupted.

2.1.1 Procedure

The link provided below will be direct you to the set of data used in this chapter:

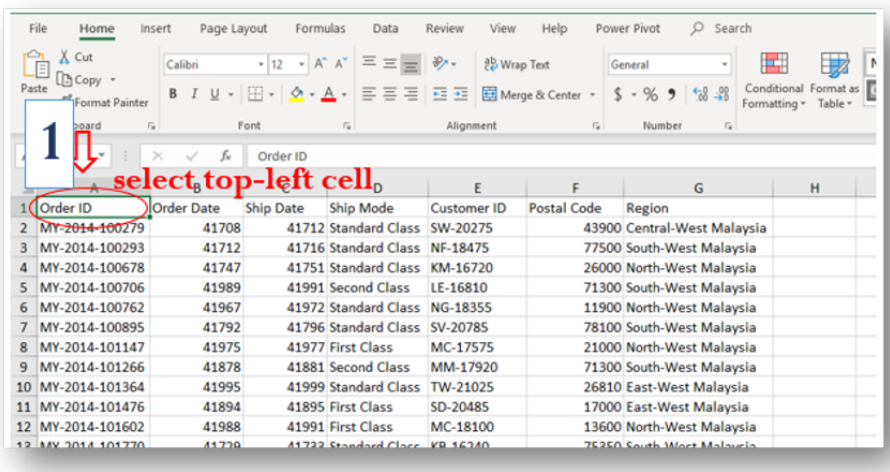
https://shakirahabaziz.wixsite.com/dr-shakirahaziz/business-intelligence-data-analytic



Download **Superstore (Raw data).xlsx** data file.
Below are the steps on how to change the data into a dataset using an excel table:

2.1.1.1 Turn data into a table

1. **Select** top-left cell



2. **Hold CTRL + SHIFT**, while pressing the **LeftArrow** key and **DownArrow** key.