

SKILLS WORKSHOP

Excel for Everyday Analysis

Formulas, pivots and charts you will actually use

FACILITATOR

Trainer Name

DURATION

Half day

AUDIENCE

Office and finance teams



Agenda

01

Introduction

02

Core skills

03

Practice

04

Apply

Twenty functions cover ninety
per cent of everyday
spreadsheet work.

Why this workshop

The case for change

20

functions cover most daily
work

5 min

to build a pivot table

3 h

saved weekly by
automating reports

Illustrative figures for discussion.

Must-know formulas



SUMIFS / COUNTIFS

Totals and counts with conditions.



XLOOKUP

Find values across tables.



IF / IFS

Logic and categories.

Do this, not that

Do

- ✓ Keep raw data on its own sheet
- ✓ Use tables and named ranges
- ✓ Label every chart axis

Avoid

- Merged cells in data
- Hard-coded numbers in formulas
- 3D pie charts

Try it: Build a sales dashboard

Turn 500 rows of sample sales data into a one-page summary.

Clean the data, build two pivots (by region and by month) and one chart. Present your dashboard in two minutes.



Activity photo / worksheet

Workshop agenda

10:00

Warm-up

Spreadsheet habits

11:45

Module 2

Pivots and charts

10:30

Module 1

Formulas

13:00

Practice

Dashboard build



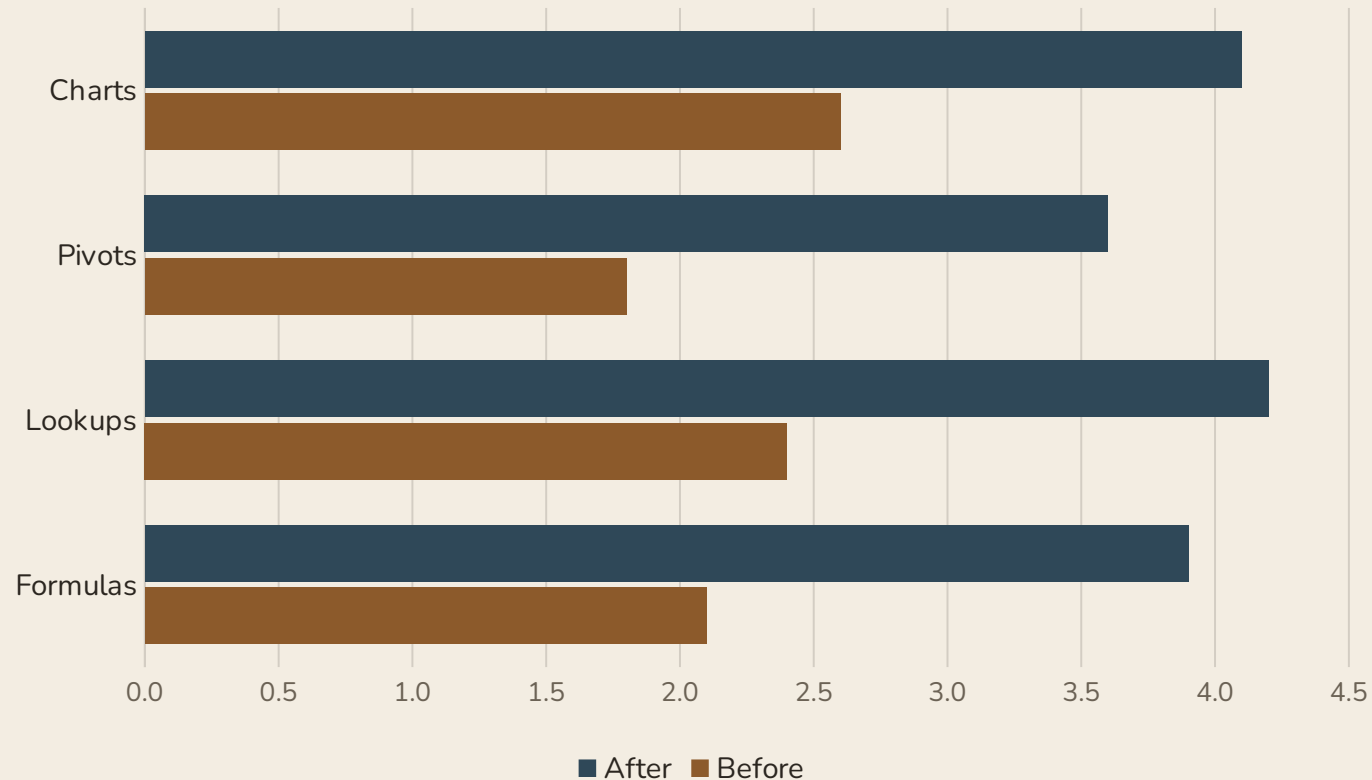
Portrait image

“

*A good spreadsheet answers
a question before anyone asks
it.*

— Workshop facilitator

Confidence before and after



Self-rated confidence on a 5-point scale (sample data).

Sample data for illustration — replace with your own figures.

Now go and practise

Questions, feedback and next steps.

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