

Excel Learning Plan for Business Analyst Internship (Week 1)

WEEK 1: Excel Basics & Core Functions (Days 1-7)

Goal: Learn the essentials - what Excel is, how to move around in it, and how to use it like a smart calculator.

Day 1: Getting to Know Excel

- Learn what Excel looks like: menus, cells, and how to type in them.
- Practice typing in cells, using basic formatting like bold and font size.
- Use Save As to name and store your file.
- Watch a beginner video (e.g., Leila Gharani's Excel Tutorial).

Day 2: Formatting & Cleaning Data

- Format text (bold, currency, freeze headers).
- Practice using Conditional Formatting to highlight high salaries.

Day 3: Basic Math in Excel

- Learn to use SUM, AVERAGE, MIN, MAX, COUNT formulas.
- Create a table of monthly expenses and apply these formulas.

Day 4: Smart Decisions with IF

- Use IF to create conditions, e.g., if salary > 50,000, label 'High'.
- Combine with AND or OR for advanced logic.

Day 5: Working with Text

- Use LEFT, RIGHT, LEN, CONCAT, TEXTJOIN to clean and merge text.

Day 6: Dates in Excel

- Use TODAY, DATEDIF, NETWORKDAYS to calculate things like tenure.

Day 7: Recap & Quiz

- Review all the work.
- Create a summary workbook with multiple sheets (math, employee table, text functions, etc.).

Sample Data for Days 2-6

This sample data can be copied into Excel for hands-on practice.

Employee ID | First Name | Last Name | Department | Salary | Hire Date | Product Code

EMP001 | James | Owusu | HR | 48000 | 10/12/2018 | GH-245

EMP002 | Anita | Boateng | Marketing | 62000 | 07/23/2019 | NG-879

EMP003 | Kwame | Mensah | IT | 75000 | 03/10/2020 | US-112

EMP004 | Sarah | Addo | Finance | 55000 | 11/05/2021 | KE-554

EMP005 | Daniel | Ofori | HR | 46000 | 02/28/2017 | ZA-302

EMP006 | Linda | Tetteh | IT | 80000 | 01/15/2022 | GH-998

EMP007 | Michael | Asare | Marketing | 53000 | 06/03/2020 | NG-450

EMP008 | Yaa | Sarpong | Finance | 49000 | 09/19/2019 | US-744

EMP009 | Amina | Zakari | HR | 52000 | 05/11/2023 | KE-120

EMP010 | John | Koomson | IT | 69000 | 08/27/2018 | ZA-871

How to Use the Data

Day 2:

- Format headers, freeze top row, highlight salaries over \$60K using Conditional Formatting.

Day 3:

- Use SUM, AVERAGE, MAX, and MIN on the Salary column.

Day 4:

- Add a 'Salary Level' column using IF and AND logic.

Day 5:

- Create 'Full Name' with CONCAT or TEXTJOIN.
- Extract country codes using LEFT, product numbers using RIGHT.

Day 6:

- Add 'Years Worked' using DATEDIF and 'Work Days' using NETWORKDAYS.
- Use TODAY to show the current date.