Select 1 of the following projects to complete:  
  
Intro Project:

1. Clean and tidy the data, ensure it’s ready for formula.
2. Freeze the headers.
3. Visualise the data to clearly show insights from learner performance.
4. Neatly create a dashboard using various visuals to highlight key performers, noticeable trends etc…

Advanced Project:

1. Prepare your layout for editing (Quick access toolbar, Tabs, groups etc…)
2. Split column into rows.
3. Use Xlookup to merge the tables together.
4. Tidy and clean the table.
5. Add an average column for all scores.
6. Design a formula that includes all records where the exam was completed post 2020/11/25 and where the average score is less than 60.
7. Filter by the above formula to hide those records.
8. Turn the table you’ve now created into an Excel Table.
9. Create a Pivot Table.
10. Use the Pivot Table to explore the data and discover any trends or insights.
11. Visualise those insights using various visuals.