Data Analysis & Presentation

ChatGPT:

Great choice! S Data Analysis & Presentation is one of the most practical Excel skills — it helps you spot trends, summarize results, and present findings clearly.

Let's narrow it down. This topic can be split into 3 big areas:

- 1. Sorting & Filtering → arrange and pick out data quickly
- 2. Conditional Formatting → highlight important values automatically
- 3. Charts (column, bar, pie, line) → turn numbers into visuals
- Which one would you like your first tutorial + starter workbook on?
 - · Sorting & Filtering
 - · Conditional Formatting
 - Charts

(We'll build a step-by-step guide and a ready-to-practice workbook for whichever you pick.)

User:

2

ChatGPT:

Perfect! Vou picked Conditional Formatting.

Here's your tutorial plan + we'll build you a starter workbook to practice on.

Tutorial: Conditional Formatting in Excel

Objective

Learn how to highlight cells automatically based on rules (e.g., marks below 50 turn red).

Why it matters

- · Makes big tables easier to read.
- · Quickly shows trends (top scores, lowest sales, duplicates, deadlines).
- · Saves time vs checking values manually.

X Steps (Windows shortcuts, Mac similar)

- 1. Select the range of cells you want to format.
- 2. Go to Home → Conditional Formatting.
- 3. Choose a rule type (e.g., Highlight Cell Rules → Less Than...).
- 4. Enter the condition (e.g., < 50).
- 5. Pick a formatting style (e.g., red fill, bold text).
- 6. Click OK.

Worked Example

Imagine a marks list:

Name Marks

Alex 75

Bella 45

Name Marks
Diana 38

Task: Highlight marks < 50 in red.

Steps:

- · Select Marks column.
- Conditional Formatting → Highlight Cell Rules → Less Than → enter 50.
- · Choose "Light Red Fill with Dark Red Text".

Try-it Tasks (will be in your workbook)

- 1. Highlight marks ≥ 80 in green.
- 2. Highlight marks between 40 and 60 in yellow.
- 3. Highlight the top 3 scores in blue fill.
- 4. Use a data bar to show relative size of marks.

Common Mistakes

- Forgetting to select the range first → only one cell formats.
- Typing text instead of numbers (e.g., "50" instead of 50).
- Overlapping rules → last applied rule may "cover up" earlier ones.

Quick Recap

- · Conditional Formatting = automatic highlighting.
- Rules can check greater than, less than, equal, between, top/bottom, duplicates, formulas.
- Use it to spot patterns instantly.

Now, I'll generate your starter workbook with:

- Instructions sheet (tutorial & tasks)
- Data sheet (marks table)
- Tasks sheet (practice exercises)
- Hints sheet (step clues)
- Answers sheet (expected outcomes)
- · Checklist (skills covered)
- Lookup (reference for rules)

Would you like me to:

create the Python script (you run it to build the .xlsx file),

just give you a copy-paste table version inside Excel directly?

User:

python

ChatGPT:

Awesome — here's a complete, ready-to-run Python (openpyxl) script that builds your Conditional Formatting starter workbook.

How to run (Windows/Mac)

1. Install Python (3.9+).