Data Analysis & Presentation

ChatGPT:

Great choice! Tata 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:

1

ChatGPT:

Perfect ✓ — let's dive into **Sorting & Filtering**!

Tutorial: Sorting & Filtering

o Objective

Learn how to rearrange data (Sorting) and pick out specific data (Filtering) in Excel.

Why it matters

- Sorting helps you quickly see highest to lowest or A-Z order.
- Filtering helps you focus only on the relevant rows (e.g., sales from "East" region only).

A Steps

Sorting

- 1. Select a column (e.g., Sales).
- 2. Go to Home \rightarrow Sort & Filter (or use Data \rightarrow Sort).
- 3. Choose:
 - \circ Sort A to Z \rightarrow ascending (smallest to largest, A–Z).
 - $\circ \ \, \textbf{Sort Z to A} \rightarrow \text{descending (largest to smallest, Z-A)}.$

Filtering

- 1. Click anywhere in your table.
- 2. Go to Data → Filter (or shortcut: Ctrl + Shift + L).
- 3. Tiny dropdown arrows appear at the top of each column.
- 4. Click a dropdown → tick/untick items → Excel shows only the matching rows.
- 5. To remove filter → click Clear Filter from the dropdown.

☑ Worked Example

Imagine this dataset:

Name Region Sales

Alex East 320
Bella West 410
Chris East 250
Diana North 500

- Sort Sales Z→A → Diana first (500), then Bella (410), Alex (320), Chris (250).
- Filter Region = East → Only Alex and Chris show.

Try-it Tasks (for workbook)

- 1. Sort the sales column from highest to lowest.
- 2. Sort the names column A-Z.
- 3. Filter the table to show only West region.
- 4. Combine: Filter "East" then sort by Sales Z→A.

Common Mistakes

- X Sorting only one column → data misaligns.
 ✓ Always select the full table (or use Excel Table format with Ctrl + T).
- X Forgetting to clear filter → looks like rows are missing.
 ✓ Use Clear Filter to show all rows again.

Quick Recap

- Sort = reorder data (A–Z, Z–A, smallest → largest).
- Filter = temporarily hide rows that don't match.
- Shortcut for Filter = Ctrl + Shift + L.
- Next step: I'll create your starter workbook with:
 - Instructions sheet (how to use)
 - Data sheet (sample table: names, regions, sales)
 - Tasks sheet (practice exercises)
 - · Hints sheet (step tips)
 - · Answers sheet (correct results)
 - · Checklist sheet (self-check)
 - Lookup sheet (reference)

Would you like me to generate the Python script 2 (you run it to get the workbook), or would you prefer I just give you a copy-paste table version directly in Excel?

User:

python

ChatGPT:

Awesome — here's your **Sorting & Filtering** tutorial pack with a **ready-to-run Python script** that builds a complete practice workbook. Follow the quick run steps, then open the file in Excel and start working through the Tasks.

How to run (Windows/Mac)

- 1. Install Python (if needed) from python.org.
- 2. Open Terminal (Mac) or Command Prompt (Windows).