**Spreadsheet Skills and Services Offered**

1. **Data Organization and Analysis**
   * Efficiently organize and manage large datasets.
   * Use formulas, filters, and sorting tools to analyse and interpret data.
2. **Advanced Functions**
   * Proficient in creating and troubleshooting complex formulas (e.g., VLOOKUP, INDEX-MATCH, IF statements).
   * Use of pivot tables and conditional formatting to summarize and highlight key insights.
3. **Automation and Productivity Tools**
   * Create macros to automate repetitive tasks.
   * Design dynamic dashboards for data visualization and reporting.
4. **Professional Presentation**
   * Develop clean, well-structured spreadsheets that are easy to navigate.
   * Enhance visual appeal using charts, graphs, and professional formatting.
5. **Problem Solving**
   * Identify and resolve spreadsheet errors or inefficiencies.
   * Provide innovative solutions tailored to client or employer needs.
6. **Collaboration and Integration**
   * Seamlessly integrate Excel with other tools like PowerPoint and Word.
   * Use collaborative features (e.g., shared workbooks and Google Sheets) for team projects.