HASBAL

GLOBAL SOLUTIONS

Hasbal Training Centre

Your ambition is our blueprint. We build your success, one detail at a time.

Personalized Microsoft Excel Tutoring Plan

From Novice to Pro

Tutor: **Azeez Ajibola**

Platform (Online Sessions): Zoom, Teams, Google Meet
Onsite Sessions: Iwo, Osun State; Ibadan, Oyo State; Osogbo, Osun State, Nigeria

My Teaching Philosophy

My goal is to empower you with the practical Excel skills you need to succeed. I believe in a hands-on, student-centered approach. My lessons will be tailored to *your* specific goals, using real-world examples and practical exercises to ensure you not only learn the concepts but can also apply them confidently in your personal, academic, or professional life.

At the heart of my training is you. I listen to your needs and obsess over the details to deliver a truly personalized and effective learning journey.

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Phase 1: The Foundation (Beginner Level)

This phase is for students who are new to Excel or need a refresher on the basics.

Module 1: Introduction to the Excel Universe

- **Objective:** To become comfortable with the Excel interface and basic functionalities.
- **Topics:**
  - ☐ Navigating the Excel ribbon, toolbars, and formula bar.
  - ☐ Understanding cells, rows, columns, and sheets.
  - ☐ Entering and formatting data (text, numbers, dates).
  - ☐ Basic file operations: saving, opening, and templates.

Module 2: Essential Formulas & Functions

- **Objective:** To perform basic calculations and understand the power of Excel formulas.
- **Topics:**
  - ☐ Writing your first formulas (SUM, AVERAGE, COUNT, MIN, MAX).
  - ☐ Understanding relative vs. absolute cell references ($).
  - ☐ Introduction to basic logical functions (IF statements).
- **Practical Task:** Create and format a simple personal budget tracker.
- **Practical Task:** Analyze a sample sales data sheet to calculate totals, averages, and identify top-performing items.

Phase 2: Data Mastery (Intermediate Level)

This phase is for students who are comfortable with the basics and want to manage and analyze data more effectively.

Module 3: Organizing & Managing Data

- **Objective:** To learn how to handle larger datasets efficiently.
- **Topics:**
  - ☐ Sorting and filtering data.
  - ☐ Using Excel Tables for dynamic data management.
  - ☐ Removing duplicates and using data validation.
  - ☐ Conditional formatting to highlight key information.
- **Practical Task:** Organize a messy contact list or inventory sheet into a clean, structured table.

Module 4: Unlocking Insights with Advanced Functions & Charts

- **Objective:** To perform more complex data lookups and visualize data effectively.
- **Topics:**
  - ☐ Mastering lookup functions (VLOOKUP, HLOOKUP, INDEX & MATCH).
  - ☐ Text functions (CONCATENATE, LEFT, RIGHT, MID).
  - ☐ Creating professional charts and graphs (bar, line, pie, scatter).
  - ☐ Customizing charts for powerful presentations.
- **Practical Task:** Combine data from two different sheets using VLOOKUP and create a dashboard of charts to visualize the key findings.

Phase 3: The Power User (Advanced Level)

This phase is for students who want to automate tasks and perform sophisticated data analysis.

Module 5: Advanced Data Analysis with PivotTables

- **Objective:** To become proficient in summarizing and analyzing large datasets with PivotTables.
- **Topics:**
  - ☐ Creating and formatting PivotTables.
  - ☐ Using slicers and timelines for interactive analysis.
  - ☐ Calculated fields and items.
  - ☐ Creating PivotCharts for dynamic reporting.
- **Practical Task:** Analyze a large business dataset to create a dynamic sales report that can be filtered by region, product, and date.

Module 6: Automation & Efficiency

- **Objective:** To learn how to automate repetitive tasks and create more complex models.
- **Topics:**
  - ☐ Introduction to Macros (recording and running).
  - ☐ Advanced "what-if" analysis (Goal Seek, Scenarios).
  - ☐ Introduction to Power Query for data import and transformation (optional, based on student interest).
- **Practical Task:** Create a macro to automate a weekly reporting task.

Your Personalized Learning Journey

1. **Free 15-Minute Consultation:** We'll start with a brief chat to discuss your current skill level, what you want to achieve, and any specific challenges you're facing with Excel.

2. **Customized Plan:** Based on our conversation, I will tailor this lesson plan to focus on the modules and topics that are most relevant to you.

3. **Interactive Online Sessions:** Our lessons will be conducted online via screen sharing. They will be highly interactive, with plenty of opportunities for you to ask questions and practice in real-time.

4. **Practice & Support:** After each session, you'll receive practice exercises to reinforce what you've learned. I'll also be available for support via email between sessions.

5. **Real-World Project:** For longer-term students, we can work on a capstone project of your choice (e.g., building a business dashboard, creating a financial model) to apply all your new skills.

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Ready to get started? Let's schedule your first session

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