

Microsoft Excel

Your week-by-week private tutoring roadmap

Real datasets • Guided practice • Individual support

6-week structure

Programme pathway

2 / week

Typical live sessions

60–90 min

Per live session

Learn how to turn untidy spreadsheets into reliable analysis, useful KPIs and a professional dashboard.

What you will learn

- Clean and standardise raw datasets with Excel and Power Query
- Combine monthly files and refresh repeatable data transformations
- Calculate meaningful business metrics using formulas and lookups
- Summarise performance with PivotTables, charts and slicers
- Build, explain and present an insight-led Excel dashboard

Programme at a glance

- | | | |
|----|------------------|---|
| 01 | Prepare | Clean data manually and with Power Query |
| 02 | Calculate | Formulas, lookups and business metrics |
| 03 | Analyse | PivotTables, KPIs, charts and slicers |
| 04 | Visualise | Build and refine an interactive Excel dashboard |
| 05 | Apply | Complete an independent capstone project |
| 06 | Present | Explain findings and recommendations |

Sessions are usually arranged twice weekly, with exact days agreed individually. One session per week may be arranged and will extend the calendar timeline.

Weeks 1-2

Microsoft Excel / What each teaching week covers

WEEK 01

Clean and prepare business data

Build confidence working with real sales files and preparing them for analysis.

SESSION A

Manual data cleaning

Inspect raw data; fix blanks and duplicate rows; standardise text, dates, currencies and percentages; apply Flash Fill and Text to Columns.

SESSION B

Power Query automation

Combine January and February sales files from a folder; transform a sample file; load the cleaned result; test refresh with March data.

PRACTICAL OUTPUT

A clean, structured and refreshable monthly sales table.

WEEK 02

Calculate business metrics

Move from clean data to useful calculations and reusable formulas.

SESSION A

Formulas and lookups

Practise calculated columns, references, VLOOKUP, XLOOKUP and core business calculations using sample sales data.

SESSION B

A complete sales analysis table

Calculate discount amounts, net sales, average order value, date attributes, delivery and discount flags; refresh new data.

PRACTICAL OUTPUT

A workbook with reliable calculated columns and enriched sales records.

LIVE TUTORING + HANDS-ON PRACTICE

Weeks 3–4

Microsoft Excel / What each teaching week covers

WEEK 03

Analyse with PivotTables and visuals

Translate numerical results into a useful and readable reporting structure.

SESSION A

PivotTables and KPI planning

Define the questions to answer; build PivotTables and KPI calculations for the chosen business measures.

SESSION B

Charts, KPI cards and slicers

Create clear charts and KPI cards; connect slicers; test report interactions and highlight meaningful comparisons.

PRACTICAL OUTPUT

A working Excel report with KPIs, visuals and connected filters.

WEEK 04

Build a professional Excel dashboard

Bring the previous weeks together into a practical, polished dashboard.

SESSION A

Dashboard construction

Arrange KPI cards, charts and slicers into a consistent dashboard and write clear business insights.

SESSION B

Refinement and insight review

Review calculation accuracy, chart titles, readability and interactivity; explain observations and recommended actions.

PRACTICAL OUTPUT

A complete guided Excel dashboard and written analysis.

LIVE TUTORING + HANDS-ON PRACTICE

Apply what you have learned

Microsoft Excel / Project, learning support and enrolment

WEEK 05

Independent Excel dashboard capstone

Use a fresh sales dataset to clean and transform the data, calculate relevant metrics, build an interactive dashboard and summarise the key business insights. The project brief and dataset are shared in Week 5.

WEEK 06

Capstone presentation

Present your dashboard in Week 6, explain your calculations and visual choices, and discuss the findings and practical recommendations.

How private tutoring works

- **Live sessions**
Typically two sessions per week, approximately 60–90 minutes each.
- **Flexible arrangement**
Session days are agreed personally. Choosing one weekly session extends the timeline.
- **Real practice**
Apply the concepts to provided datasets, exercises and project briefs.

PRIVATE TUTORING FEE

₦60,000

All prices displayed in NGN

Ready to learn?

Choose this programme on learnwithgeorge.org and complete the application form. After payment verification, your lesson arrangements will be confirmed by WhatsApp.

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