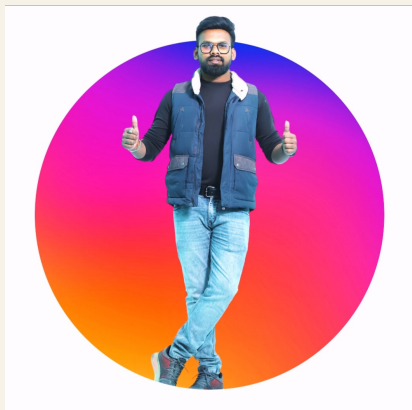




FREE PRACTICAL LEARNING EBOOK

Microsoft Excel Essentials

Organize data, use formulas and build simple business reports.



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Learn practical skills. Build smarter systems. Grow with confidence.

START HERE

What you will be able to do

This guide focuses on practical Excel work: clean data, useful formulas, summaries and charts. Function names may vary by language or version.

- Structure reliable worksheets
- Use essential formulas
- Sort, filter and validate data
- Build summaries and useful charts

Practice rule

Use the skill immediately on one real document, dataset, presentation or business task. Practical use creates confidence faster than passive reading.

Learning path

- 1. Workbook and Data Basics
- 2. Essential Formulas
- 3. Clean and Control Data
- 4. Analysis and Charts
- 5. Reporting Workflow

Workbook and Data Basics

Clean structure prevents errors later.

Worksheet design

Keep one clear row per record and one field per column.

- Use short column headers
- Avoid merged cells in data tables
- Keep dates and numbers consistent

Navigation

Work efficiently with sheets, ranges and freeze panes.

- Rename sheets clearly
- Freeze the header row
- Use filters on tables

Try this now

Create a customer lead sheet with date, name, source, status and next follow-up.

Essential Formulas

Formulas turn data into answers.

Basic calculations

Start with reliable everyday formulas.

- SUM for totals
- AVERAGE for mean
- MIN and MAX for range
- COUNT and COUNTA for records

Conditional logic

Use IF and COUNTIF for decisions and counts.

- IF for status rules
- COUNTIF for category counts
- SUMIF for conditional totals

Try this now

Calculate total sales, average order value and number of converted leads.

Clean and Control Data

Validation and cleaning make reports trustworthy.

Data cleaning

Find duplicates, blanks and inconsistent values.

- Remove duplicates carefully
- Use TRIM for extra spaces
- Standardize category names

Data validation

Create dropdowns and input rules.

- Status dropdown
- Valid date range
- Whole-number limits

Try this now

Add a status dropdown with New, Contacted, Qualified, Won and Lost.

Analysis and Charts

A good chart answers one business question.

Summaries

Use tables and PivotTables to group information.

- Sales by month
- Leads by source
- Conversions by status

Charts

Choose a chart that matches the relationship.

- Bar for comparison
- Line for trend
- Pie only for simple composition

Try this now

Build a monthly lead trend chart and a source comparison chart.

Reporting Workflow

A repeatable report saves time every week.

Dashboard basics

Keep key metrics visible and definitions clear.

- Total leads
- Qualified leads
- Conversion rate
- Sales value

Quality checks

Verify formulas and source ranges.

- Check totals
- Test filters
- Protect formula cells
- Document assumptions

Try this now

Create a one-page weekly marketing report with four KPIs and two charts.

QUICK REFERENCE

Your action checklist

- ☐ Keep one row per record
- ☐ Use consistent formats
- ☐ Validate important fields
- ☐ Check formula ranges
- ☐ Label charts clearly
- ☐ Save a clean master file

Continue learning

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