**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.