

# Digital Skills: Excel & Power BI

Turning Data into Insights

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Excel

Organise, calculate and prepare data for reporting.



Power BI

Visualise, analyse and share insights through dashboards.



Outcome

Build practical digital skills that support better decisions.

**MOFATE**



**Awibi**  
MedTech



# Why This Matters

Strong digital skills help you work smarter and make better decisions.



## Data is Everywhere

Every team generates data — from operations and finance to HR and customer service.



## Decisions Depend on Data

Organisations rely on timely, accurate information to monitor performance and act quickly.



## Skills Give You an Edge

Excel and Power BI help you move from raw data to clear, useful insights.

## Data

supports daily decisions

## Excel

builds core analysis skills

## Power BI

turns analysis into stories

# What is Data?

Data is the raw material used to understand what is happening.

## Raw facts and records

Examples include numbers, text entries, dates, attendance logs, sales records and survey responses.

## Examples of data you see every day

- Sales figures
- Student scores
- Attendance records
- Inventory counts

**Raw**

before analysis

**Structured**

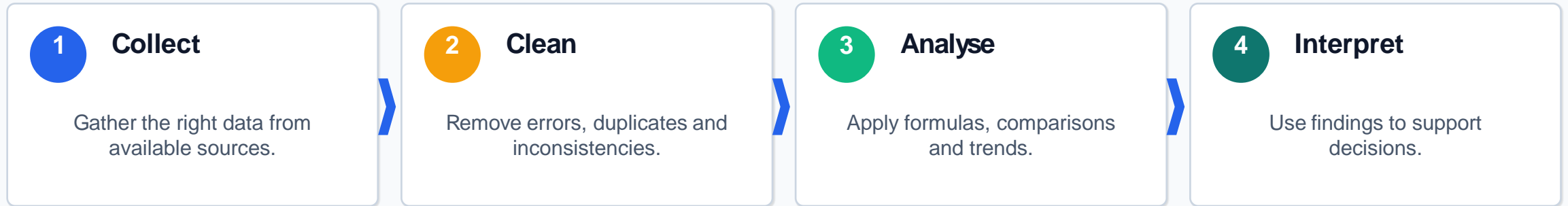
easy to work with

**Useful**

when interpreted

# What is Data Analysis?

Data analysis is the process of turning raw data into useful information.



Why it matters: analysis helps people understand performance, spot trends and make informed decisions instead of relying on guesswork.

# Excel – Your Starting Point

Excel is often the first tool people use to structure and explore data.

Area	What You Do	Why It Matters
Organise data	Store rows, columns and categories in a structured way.	Makes information easier to manage and review.
Perform calculations	Use formulas to total, compare and summarise values.	Helps users answer questions quickly.
Create visuals	Build simple charts and tables from prepared data.	Makes patterns easier to understand.

# Excel Key Skills

These are some of the core skills that make Excel practical and valuable.



## Functions

Use formulas such as SUM, AVERAGE and IF to calculate values and create logic in your sheets.



## Sorting & Filtering

Quickly organise records, narrow large tables and focus on the information that matters most.

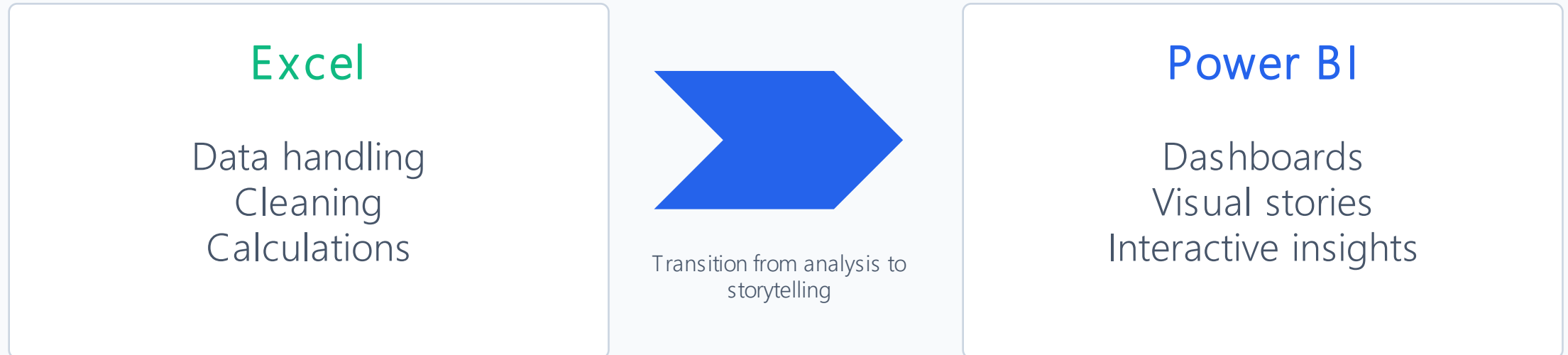


## Charts

Turn rows of data into visual summaries that are easier to understand and present.

# From Excel to Power BI

Excel prepares the data. Power BI turns the results into interactive insights.



# What is Power BI?

Power BI is a business intelligence tool that helps turn data into dashboards and reports.



## Connect

Bring in data from spreadsheets, databases or business systems.



## Transform

Shape and organise the data so it is ready for reporting.



## Visualise

Create dashboards that help people monitor trends and performance.

# Power BI Capabilities

Power BI helps teams move beyond static reports to more dynamic reporting.

- Interactive dashboards
- Real-time insights
- Data visualisation

## What this looks like in practice

- Click a chart to filter the rest of the page
- Refresh data to see the latest position
- Combine multiple visuals into one dashboard



# Real-Life Applications

These tools are useful across work, learning and personal life.

## **B** Business

Track sales performance, monitor operations and support management reporting.

## **E** Education

Analyse student performance, attendance and learning outcomes.

## **P** Personal

Use simple dashboards for budgeting, savings and goal tracking.

# Key Takeaways

A simple summary of the learning journey.

## 1 Data is Powerful

Good data can reveal what is working and what needs attention.

## 2 Excel Builds the Foundation

It helps you organise data, calculate values and begin analysis.

## 3 Power BI Delivers Insights

It turns prepared data into dashboards people can easily use.

# Thank You

Excel helps organize and analyse data.  
Power BI helps turn it into stories people can act on.

# Questions?