

Module 5 - Spreadsheets & Data

Ask for the formula AND the explanation

- 'Give me an Excel/Sheets formula to [X]. Explain what each part does.'
- Test it on a few rows you can check by hand before trusting the column.

Clean data safely

- Never paste real customer data into a public tool.
- Ask for the method using a made-up sample row, then apply it in your own sheet.
- =PROPER(TRIM(A2)) - TRIM removes stray spaces, PROPER fixes capitalisation.

Sanity-check every number

- Do the totals look right?
- Does a quick manual estimate agree?
- Never store passwords in a sheet.