**Recommended Excel Skills for a SAM/Data Manager**

This document is intended for senior leaders.

As a SAM or data manager there are a number of vital skills that you will need to make the job easier and efficient, especially if you are using excel to help analyse your school’s data. Here are some of the recommended skills and functions that every SAM and data manager should know about:

**Basic**

* Freeze panes.
* Hide columns or rows.
* Sorting and filtering data.
* Keyboard shortcuts.
* Selecting rows.
* Convert an Excel Formula Result into Static Text.
* Transpose.

**Intermediate**

* VLOOKUP: Find and augment data quickly.
* COUNTIF and SUMIF: Select data that meet certain conditions.
* INDEX and MATCH: Find numbers quickly.
* Slice and dice data with PIVOT TABLE.
* Conditional Formatting.
* Logical Formulas.
* Absolute and relative references.
* Pivot tables and pivot charts.
* Remove duplicates.