

# From data entry to crucial business decision making - use Microsoft Excel to achieve the desired results

## Step 1 - Identify which route you need to take



**Route 1** - Is the most likely route for an **Administrator** or **Secretary** who pulls together information from various sources to create spreadsheets and provide simple reports

**Route 2** - Is for people such as **Co-ordinators** and **Senior Administrators** who build spreadsheets for repeated use or for others to use with efficient navigation

**Route 3** - Is for **Team Leaders** and **Supervisors** or who will take information from other sources such as Access Database to analyse and produce queries

**Route 4** - An **Data Analyst** or **Programmer** responsible for automating the activity of a spreadsheet with input and output forms for other users

**Route 5** - Is for the **Director** or **Manager** who wishes to analyse data, create reports and make decisions for the company

**Route 6** - This is for roles such as a **Financial Controller** or **Business Analyst** where serious number crunching is required

## Step 2 - Follow the route for your role in your company

