Gracie L. Shepherd

Excel Projects Portfolio

Data Driven Problem Solver With Strong Excel Skills

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Inventory Margin Analysis: Multi-Category Buying Exercise

(Shepherd-EIR3)

Project Overview:

Analyzed product costs, retail pricing, and promotional impacts across sweaters, jewelry, slippers, and backpacks. Calculated IMU, CMU, and MMU using Excel formulas and created clear, formatted tables to support pricing decisions.

Skills Demonstrated:

- Margin Analysis (IMU, CMU, MMU)
- Excel formulas & formatting
- Promo impact forecasting
- Visual data presentation

Excel File Link

View the Excel link here

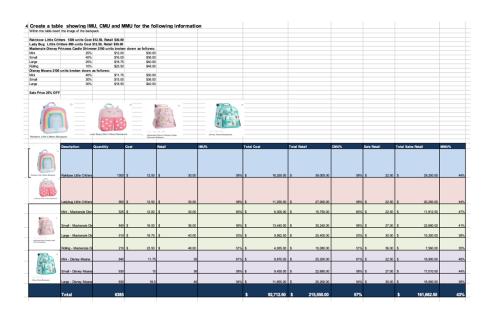


Table showing margin breakdown for backpack categories with promo pricing.

Retail Planning and Open-To-Buy Analysis (Shepherd_EIRPurchases)

Project Overview:

Built detailed merchandise planning tables to project monthly sales, inventory levels, markdowns, and purchases across multiple retail scenarios. Calculated Open-to-Buy (OTB), Cost Purchases, and Retail Purchases using Excel formulas. Developed and analyzed a complete 6month merchandise plan with visual support for strategic buying decisions.

Skills Demonstrated:

- Open-to-Buy (OTB) calculation
- Merchandise planning & sales forecasting
- Cost & retail purchase formulas
- Markdown and sales % tracking
- Visual 6-month plan integration

Excel File Link

View the Excel link here

m 3											
Complete the 6 Mont	h Plan										
											_
Actual - Last Year								Markdowns %			
Plan	Aug		Oct	Nov	Dec	Jan	Total	PLN		ACT	
BOM	\$34.5	\$35.4	\$29.3	\$35.5	\$60.4	\$34.3	\$229.4	Sales Change			
Sales	\$19.1	\$20.2	\$15.6	\$19.7	\$37.5	\$19.6	\$131.7	PLN		ACT	
Sales % Total	14.5%	15.3%	11.8%	15.0%	28.5%	14.9%	100.0%				
Markdowns	\$5.6	\$4.1	\$4.4	\$2.8	\$8.6	\$6.3	\$31.8	Average Stock			
MD % Total	17.6%	12.9%	13.8%	8.8%	27.0%	19.8%	100.0%	PLN		ACT	
Purchases	\$25.6	\$18.2	\$26.2	\$47.4	\$20.0	\$21.9	\$160.3	Turnover			
EOM	\$35.4	\$29.3	\$35.5	\$60.4	\$34.3	\$30.3	\$225.2	PLN		ACT	
S:S	1.81	1.75	1.88	1.80	1.61	1.75					4
Plan - This Year								Markdowns			
Plan	Aug	Sept	Oct	Nov	Dec	Jan	Total	PLN	15.3%	ACT	
BOM	\$34.5	\$36.4	\$29.7	\$36.5	\$59.4	\$34.3	\$230.8	Sales Change			
Sales	\$18.4	\$19.5	\$15.0	\$19.0	\$36.1	\$18.9	\$126.9	PLN	-3.6%	ACT	
Sales % Total	14.5%	15.3%	11.8%	15.0%	28.5%	14.9%	100.0%		Ť		
Markdowns	\$3.4	\$2.5	\$2.7	\$1.7	\$5.3	\$3.9	\$19.5	Average Stock			
MD % Total	17.6%	12.9%	13.8%	8.8%	27.0%	19.8%	100.0%	PLN	\$37.2	ACT	
Purchases	\$23.7	\$15.3	\$24.5	\$43.6	\$16.3	\$18.0	\$141.5	Turnover			
EOM	\$36.4	\$29.7	\$36.5	\$59.4	\$34.3	\$29.6		PLN	6.20	ACT	
S:S	1.87	1.87	1.98	1.92	1.64	1.82					

6-Month Sales & Inventory Plan showing projected purchases, markdowns, and end-ofmonth stock.

Basic Sorting & Lookup Functions (Excel#4_Shepherd)

Project Overview:

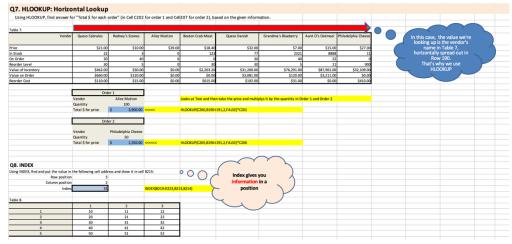
Executed sorting tasks including alphabetical, custom sequence, and random sorting on multiple datasets. Applied filters to extract specific data based on multiple criteria. Utilized Excel's lookup functions such as VLOOKUP (both approximate and exact match), HLOOKUP, and INDEX to retrieve and organize data efficiently from reference tables. This project demonstrates proficiency in data manipulation and retrieval using essential Excel functions.

Skills Demonstrated:

- Sorting (alphabetical, custom order, random)
- Data filtering
- VLOOKUP (approximate and exact match)
- HLOOKUP
- INDEX function
- Data analysis and organization

Excel Link

View the Excel link here



Used HLOOKUP and INDEX functions in Excel to retrieve prices and calculate order totals based on specific row and column positions.

Profit & Loss Statement Modeling (Shepherd_EIR5)

Project Overview:

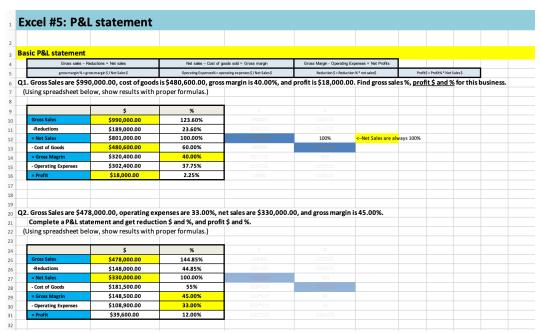
Built complete P&L statements using Excel to calculate reductions, gross margin %, operating expenses %, and profit across multiple sales scenarios.

Skills Demonstrated:

- P&L construction and analysis
- Margin and profit % calculations
- Excel formula application

Excel File Link

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Built a full profit & loss (P&L) model in Excel, using embedded formulas to calculate net sales, gross margin, operating expenses, and profit across multiple scenarios.

Comprehensive Retail Merchandising & Financial Planning Analysis

(Shepherd_Exam2)

Project Overview:

This Excel project simulates a real-world retail buying scenario, analyzing cost, markup, sales, markdowns, inventory, and performance metrics. It demonstrates skills in retail math, Excel data analysis, inventory management, and 6-month merchandise planning.

Skills Demonstrated:

- Markup & Markdown Calculations (IMU, MMU, CMU)
- Sell-Through & Weeks of Supply (WOS) Analysis
- Open-to-Buy (OTB) & Turnover Forecasting
- Data Organization & Conditional Formatting
- Retail Sales & Inventory Planning

Excel File Link

View the Excel link here

Q1															MU	25			
	Create a table that summarizes the co	ost, retail, IMU, CMU a	and MMU																
	500 Scarves from Vendor 1 at \$5.35 e	ach.						Quantity	Cost		Retail	IMU	TTL Cost			CMU	Sale Retail	TTL Sale Retail	MMU
	450 Scarves from Vendor 2 at \$5.33 e						Vendor 1	500	\$	5.35	19.99	73.2%		575.00	\$ 9,995.00	73.2%			
	600 Scarves from Vendor 3 at \$5.13 e						Vendor 2	450	\$	5.33	19.99	73.3%		98.50	\$ 8,995.50	73.3%			
	800 Scarves from Vendor 4 at \$5.00 e	ach.					Vendor 3	600	s	5.13	19.99	74.3%		078.00	\$ 11,994.00	74.3%			
	The scarves original price is \$19.99	nd will be sold at \$1	4.99 during key	sale events			Vendor 4	800	\$	5.00	19.99	75.0%		00.00	\$ 15,992.00	75.0%		\$12,793,600.00	
							Total						\$ 12,	151.50	\$ 46,976.50	74.1%		\$29,035,475.00	100.09
Q2															MD	20			
f																			
	During the life of the this scarf prog	ıram																	
	250 sold at \$19.99																		
	1900 sold at the promotional price of	f \$14.99																	
	After the sale the balance of the scar	ves were marked dow	n to \$9.99, and	sold out															
	Create a table to answer the follo	wine exections																	
,	Find the total markdown dollar and											\$199,523,50							
2	What was the percent deduction fro	m the original amous	of \$10.00 to #	a sala nrica \$1	4 992							26%							
	The was the parent seasons at	an one original and or		or same prince of	4.501						-								
,	What were the total sales on the life	of the owners										\$ 35,476.5							
	THE WEST CITY OF THE CITY OF T	or the program																	
•	What is the MD% on the life of the	program										17.8%							
	Create a Table Below																		
			Retail Price	Number Sold	MD\$		TTL MD	TTL Sold	1										
		Original	19.99	250	\$	80.01	\$ 20,002.50												
		Promotion	14.99	1900	\$	85.01		\$ 28,481.00											
		Clearance	9.99	200	\$	90.01		\$ 1,998.00	1										
		Total		2350			\$ 199,523,50	\$ 35,476.50	1										
								1											

This section evaluates scarf purchases from multiple vendors, calculating initial and maintained markups (IMU, CMU, MMU). It also tracks sales across full price, promotional, and clearance tiers, summarizing total revenue, markdown dollars, and overall markdown percentage.

Sales & Inventory Analysis - Pivot Dashboard

(Shepherd_Pivot5)

Project Overview:

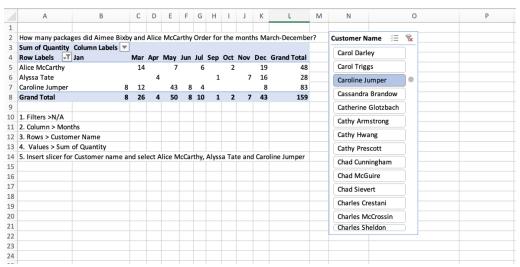
This Excel workbook uses 8 pivot tables to analyze key retail metrics, including sales by location, category, vendor, and style. It highlights inventory levels, gross margin, and performance trends to support strategic merchandising decisions.

Skills Demonstrated:

- Pivot Table Creation & Customization
- Multi-dimensional Sales & Inventory Analysis
- Data Filtering & Grouping
- Category, Store, and Vendor Performance Breakdown
- Excel Data Visualization & Summary Reporting

Excel File Link

View the Excel link here



Analyzes sales, inventory, and gross margin by category using a pivot table. Helps identify top-performing product groups and inventory efficiency.

Excel Logic & Filtering Functions **Practice** (Shepherd_G_Excel5)

Project Overview:

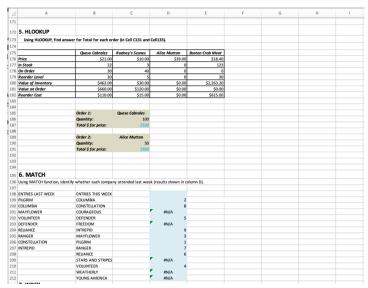
This project focuses on advanced Excel functions including filtering, lookup, and logical operations. It demonstrates the use of FILTER, VLOOKUP, HLOOKUP, MATCH, INDEX, IF, AND, and OR functions to analyze sales data, customer records, and inventory scenarios.

Skills Demonstrated:

- Dynamic data filtering by value, color, date, and condition
- Lookup functions for horizontal and vertical data searches
- Nested INDEX/MATCH for left lookups
- Logical tests using IF, AND, OR functions
- Real-world scenarios for commission and bonus calculations

Excel File Link

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Demonstrates use of HLOOKUP to calculate total order values from a product price list, and MATCH to identify matching entries across two data sets. Highlights key lookup and data comparison skills in Excel

Excel Data Analysis and Reporting **txam** (Shepherd_G_Exam1)

Project Overview:

This exam tests essential Excel skills for data analysis and reporting. Conditional formatting and sorting highlight key data quickly, while lookup functions and formulas ensure accurate matching and calculations. Subtotals, percentages, and formatting improve clarity, and charting helps visualize results. These skills are vital for datadriven roles.

Skills Demonstrated:

- Conditional Formatting
- Sorting & Filtering
- Lookup Functions (VLOOKUP, MATCH)
- Formula Writing with Cell References
- Subtotals & Percentages
- Table Formatting
- Basic Charting

Excel File Link

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Α	В	С	D		Ε		F	G	Н	1	J	K	L	M
	Q5													
	Table 5													
	1000		Arr	ount	of Sales per i	r month		Monthly Sale	s percentages t	o Month total				
	Class	Sub- classification	August	T	Sept		Oct	August	Sept	Oct	Percentages of Three months' Sub- classification Sales % Classification	Percentages of Three months' Classification Sales % to Grand Total		
	Mists	Full Size	\$ 248.	0 \$	352.0	\$	200.0	57.97%	57.97%	57.97%	58%			
	Mists	Shimmer	\$ 148.	8 \$	211.2	\$	120.0	34.78%	34.78%	34.78%	35%			
	Mists	Mini	\$ 31.	0 \$	44.0	\$	25.0	7.25%	7.25%	7.25%	7%			
	Mists Total		\$ 427.	8 \$	607.2	\$	345.0	100.00%	100.00%	100.00%	100%	52.13%		
	Bodycare	Moisture	\$ 140.	0 \$	210.0	\$	178.0	45.45%	46.98%	56.87%	50%			
	Bodycare	Scrub	\$ 74.	0 \$	106.0	\$	60.0	24.03%	23.71%	19.17%	22%			
	Bodycare	Face	\$ 56.	0 \$	79.0	\$	45.0	18.18%	17.67%	14.38%	17%			
	Bodycare	On the Go	\$ 38.	0 \$	52.0	\$	30.0	12.34%	11.63%	9.58%	11%			
	Bodycare Total		\$ 308.	0 \$	447.0	\$	313.0	100.00%	100.00%	100.00%	100%	40.35%		
	Trend	Bombs	\$ 38.	0 \$	46.0	\$	20.0	56.72%	52.27%	45.45%	51%			
	Trend	Mask	\$ 29.	0 \$	42.0	\$	24.0	43.28%	47.73%	54.55%	49%			
	Trend Total		\$ 67.	0 \$	88.0	\$	44.0	100.00%	100.00%	100.00%	100%	7.52%		
		Grand Total	\$ 802	8 \$	1,142.2	\$	702.0							
	1. Subtotal by C	lassification												
	2. Complete wo	rksheet,												
	3. Format the ta	ble using colors	to differentiat	e bet	ween Title, S	ubto	tal and Gran	d Total						
		anation as to why												
	se this color schem													
	hted all numbers of													
	er monthly sales pe values are what w													
								ecause this number						

Demonstrates organizing sales data, calculate percentages, and use formatting to highlight key totals and improve readability.