

Microsoft Excel (Basic - Advanced)

• Real-Time Working • Detailed Subject • Interview Suitable

- Mr. Siva [7+ Years IT Experience, Currently Working]
- 35 hrs (Normal Track), Daily 1 hour
- Rs. 6,000, USD allowed
- Multiple timings available: 7 AM, 8 AM, 9 AM, 7 PM, 8 PM
- Other Modes: Fast Track / 1 on 1 / Customized/ Self-paced videos



INSTITUTE PROVIDES

- * One **Near Real Time** Project
- * In-Depth **Theory & Practical** Material
- * Complete **Practical Oriented** Training
- * Mock Interviews
- * Case Studies / User Stories / Sprints
- * Daily **Live Class Videos**
- * **FAQ Tests** in Whatsapp
- * **Resume Preparation** Sessions

COMPONENTS

Introduction to Microsoft Excel	What-If Analysis
Working with Data	Power Query(Data Transformation)
Formatting & Conditional Formatting	Dashboard Development
Formula Fundamentals	Macros & VBA Basics
Mathematical & Statistical Functions	Excel AI Tools
Text Functions	Excel Integration
Protecting Excel- Excel Security	Excel Project
Logical & Lookup Functions	Resume Preparation
Data Managements	Mock Interviews
Pivot Tables & Charts	
Advanced Charts & Visualization	

Introduction to Microsoft Excel

- ▶ Understanding Microsoft Excel & its Applications
- ▶ Excel Interface (Ribbon, Tabs, Workbook & Worksheet)
- ▶ Quick Access Toolbar & Excel Environment
- ▶ File Types (.xlsx, .xlsm, .csv)
- ▶ Essential Keyboard Shortcuts

Working with Data

- ▶ Data Types (Text, Number, Date, Time, Logical)
- ▶ Number Formatting & Custom Formats
- ▶ Find & Replace
- ▶ Flash Fill & AutoFill
- ▶ Excel Tables & Structured References

Formatting & Conditional Formatting

- ▶ Cell Formatting & Styles
- ▶ Borders, Alignment & Themes
- ▶ Conditional Formatting
- ▶ Data Bars, Color Scales & Icon Sets
- ▶ Formula-Based Formatting

Formula Fundamentals

- ▶ Formula Syntax & Operators
- ▶ Relative, Absolute & Mixed References
- ▶ Formula Auditing
- ▶ Error Handling Techniques

Mathematical & Statistical Functions

- ▶ SUM, SUMIF, SUMIFS
- ▶ COUNT, COUNTIF, COUNTIFS
- ▶ AVERAGE, AVERAGEIF, AVERAGEIFS
- ▶ MIN, MAX, LARGE, SMALL, RANK
- ▶ ROUND, ROUNDUP, ROUNDDOWN

Text Functions

- ▶ Left, Right, Mid
- ▶ LEN, TRIM, CLEAN
- ▶ UPPER, LOWER, PROPER
- ▶ CONCAT, TEXTJOIN
- ▶ FIND, SEARCH, SUBSTITUTE, REPLACE

Protecting Excel- Excel Security

- ▶ File Level Protection
- ▶ Workbook, Worksheet Protection

Logical & Lookup Functions

- ▶ IF, IFS, IFERROR
- ▶ AND, OR, NOT
- ▶ VLOOKUP & HLOOKUP
- ▶ XLOOKUP
- ▶ INDEX & MATCH
- ▶ XMATCH

Data Management

- ▶ Sorting & Filtering
- ▶ Advanced Filter
- ▶ Remove Duplicates
- ▶ Text to Columns
- ▶ Data Validation
- ▶ Dynamic Drop-Down Lists

Pivot Tables & Charts

- ▶ Pivot Tables
- ▶ Pivot Charts
- ▶ Slicers & Timelines
- ▶ Grouping & Drill Down
- ▶ Interactive Reporting

Advanced Charts & Visualization

- ▶ Column, Bar & Line Charts
- ▶ Pie & Doughnut Charts
- ▶ Combo Charts
- ▶ Waterfall & Histogram
- ▶ Sparklines
- ▶ KPI Visualization

What-If Analysis

- ▶ Goal Seek
- ▶ Scenario Manager
- ▶ Data Tables
- ▶ Forecast Sheet

Power Query (Data Transformation)

- ▶ Import Data (Excel, CSV, PDF, Web)
- ▶ Merge & Append Queries
- ▶ Split & Merge Columns
- ▶ Remove Errors
- ▶ Data Cleaning & Transformation

Dashboard Development

- ▶ KPI Cards
- ▶ Dynamic Charts
- ▶ Interactive Dashboards
- ▶ Executive Reporting
- ▶ Dashboard Design Best Practices

Macros & VBA Basics

- ▶ Record Macros
- ▶ Edit Macros
- ▶ VBA Editor Introduction
- ▶ Simple Automation

Excel AI Tools (Theory or Practical)

- ▶ ChatGPT for Excel
- ▶ Microsoft Copilot
- ▶ AI Formula Generation
- ▶ AI Data Cleaning
- ▶ AI Chart & Dashboard Assistance

Excel Integration

- ▶ Excel with SQL Server
- ▶ Excel with Power BI
- ▶ Import & Export Data
- ▶ CSV & Text File Integration

Real-Time Projects

- ▶ End-End Dashboard

A Big Thank you



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