

Advance Excel - Course Syllabus

Duration: 2 Months

Module 1: Excel Fundamentals

Workbook, Worksheet, Data Entry, Formatting, Tables

Module 2: Formulas & Functions

SUM, AVERAGE, IF, COUNTIF, SUMIF, VLOOKUP, HLOOKUP, XLOOKUP

Module 3: Data Analysis

Sorting, Filtering, Conditional Formatting, Data Validation

Module 4: Pivot Tables & Pivot Charts

Creating and Customizing Pivot Reports

Module 5: Dashboards & MIS Reports

Interactive Dashboards, KPI Reporting, Business Analytics

Module 6: Advanced Features

Lookup Functions, Text Functions, Date Functions, What-If Analysis

Module 7: Charts & Visualization

Column, Bar, Line, Pie, Combo Charts

Module 8: Introduction to Automation

Basic Macros, Recording Tasks, Productivity Techniques