

"Unlock the Power of Excel: Ignite Your Potential through Advanced Excel Training"

Your Guide: Prajakt Pande – A Trusted Microsoft Certified Trainer

Module 1: Introduction to Advanced Excel Techniques

1. Introduction to the Course
2. Navigating the Ribbon and Excel Interface
3. Utilizing Groups in the Ribbon for Efficient Workflows

Module 2: Formatting and Presentation

1. Font & Size Formatting for Enhanced Data Visualization
2. International Colour Coding for Clear Data Interpretation
1. Mastering Alignment for Professional Data Layouts
2. Conditional Formatting for Highlighting Patterns and Trends
3. Auto Sum and Basic Formulas for Quick Data Calculations
4. Exploring Cell Formatting Options and Custom Formatting
5. Advanced Number Formatting: Percentage, Accounting, and more
6. Introduction to Password Protection and Cell, Row, Column Protection

Module 3: Advanced Data Handling Techniques

1. Effective Data Searching with Find & Find with Replace
2. Optimizing Data Display with Text Orientation and Margin Settings
3. Setting Print Area and Titles for Precise Document Printing
4. Data Validation for Ensuring Accurate Data Entry
5. Introduction to Automation: Custom Formulas and Tools
6. Text to Column Conversion for Data Transformation
7. Spell Checking for Error-Free Data

Module 4: Advanced Functions and Formulas

1. Building Strong Foundations: Introduction to Formulas
2. Working with Basic Elements of Formulas
3. Entry Level Formulas for Common Data Manipulation
4. Mastering VLOOKUP and HLOOKUP for Accurate Data Retrieval
5. Conditional Logic with IF Statements for Dynamic Calculations
6. Count, Error Handling, Concatenate, Trim, Len, Upper, Lower, Proper
7. INDEX & MATCH for Powerful Data Retrieval
8. Utilizing AND & OR for Complex Logical Operations
9. Nested IF with Conditions for Sophisticated Decision Making
10. Aggregation Functions: MAX, AVERAGE, MIN, SUMIF, SUMIFS

Module 5: Pivot Tables and Data Analysis

1. Introduction to Pivot Tables: Basics and Concepts
2. Creating Classic Pivot Tables for Data Analysis
3. Enhancing Pivot Tables with Slicers for User-Friendly Interaction
4. Advanced Pivot Table Techniques and Options

Module 6: Advanced Charting and Graphs

1. Introduction to Data Representation with Charts and Graphs
2. Exploring Different Types of Graphs for Various Data Sets
3. Mastering Chart Creation and Customization

Module 7: Advanced Formula Techniques

1. Minor and Major Formula Concepts and Applications
2. Identifying the Need for Support Formulas
3. Creating and Implementing Support Formulas for Complex Scenarios

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Module 8: Building Interactive Dashboards

1. Understanding Data and Formula Integration for Dashboards
2. Using Advanced Functions and Techniques to Create Dashboards

Module 9: Recap and Practical Examples

1. Absolute and Relative References for Formula Flexibility
2. Practical Examples and Exercises for Reinforcement

Module 10: Course Conclusion

1. Recap of Key Concepts and Techniques Covered
2. Certificates and Further Learning Opportunities