

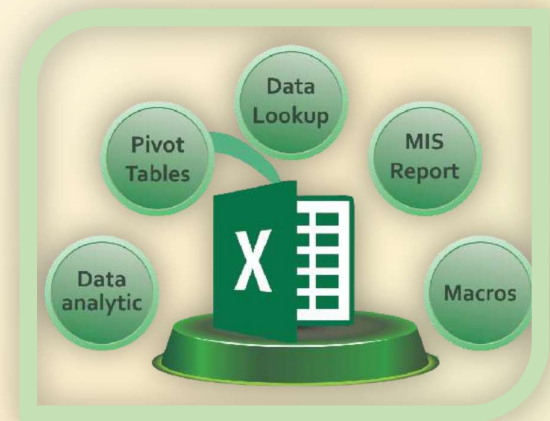
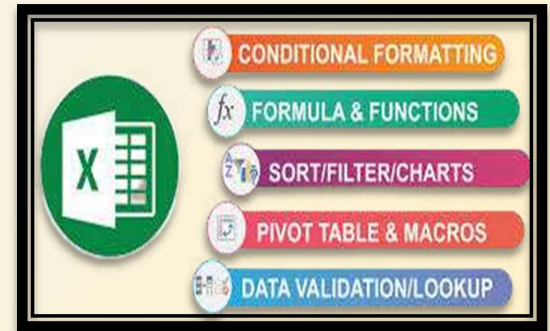
ADVANCE EXCEL – 2 MONTHS

INTRODUCTION TO EXCEL

- ✓ Excel Interface Overview
- ✓ Ribbon, Toolbars, And Key Shortcuts
- ✓ Customizing The Excel Interface
- ✓ Basic Excel Operations
- ✓ Creating, Saving, And Navigating Workbooks
- ✓ Understanding Cells, Rows, Columns, And Ranges
- ✓ Arithmetic And Logical Operations
- ✓ Sum, Average, Min, Max ,If, And, Or, Not
- ✓ Text Functions Concatenate, Textjoin, Trim, Len
- ✓ Find, Replace, Upper, Lower,Data Entry Techniques
- ✓ Autofill, Flash Fill,Data Validation And Dropdown Lists
- ✓ Formatting Techniques
- ✓ Number Formatting, Custom Formats
- ✓ **CONDITIONAL FORMATTING BASICS**
- ✓ Managing Worksheets
- ✓ Adding, Deleting, And Moving Sheets
- ✓ Grouping And Linking Worksheets
- ✓ Introduction To Sorting And Filtering
- ✓ Custom Sorts, Advanced Filters
- ✓ Using Subtotals,Basic Charts
- ✓ Creating And Customizing Chart
- ✓ Sorting By Custom Lists

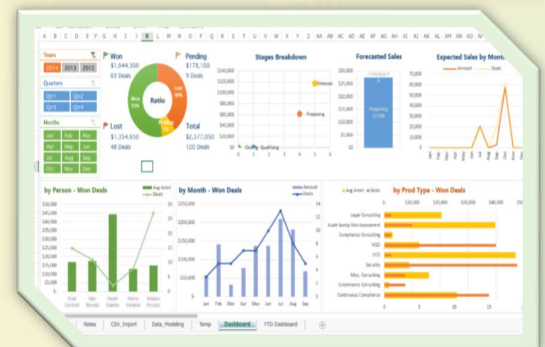
USING MULTIPLE CRITERIA IN FILTER

- ✓ Using Sparklines For Data Visualization
- ✓ Lookup & Reference Functions
- ✓ Vlookup, Hlookup, Xlookup
- ✓ Index And Match ,Date & Time Functions
- ✓ Today, Now, Datedif,Networkdays, Workdays
- ✓ New Excel Formulas In Ms Office 2024
- ✓ Textsplit: Splitting Text Strings Into Arrays
- ✓ Textbefore And Textafter: Extracting Text Based On Delimiters.
- ✓ Lambda: Creating Custom Functions
- ✓ Let: Storing Intermediate Calculations And Values.
- ✓ Arraytotext: Converting An Array To Text Format.
- ✓ Advanced Sorting And Filter
- ✓ Removing Duplicates
- ✓ Text To Columns For Data Parsing
- ✓ Using Flash Fill For Data Cleaning



10 Advanced Formulas of Excel

1 Index And Match	6 Frequency Formula
2 Choose Formula	7 Subtotal Formula
3 Indirect Formula	8 Sumifs Formula
4 Correl Formula	9 Whatif Analysis
5 Forecast Formula	10 Isnumber Formula



INTRODUCTION TO PIVOT TABLES

- ✓ Creating and Modifying Pivot Tables
- ✓ Grouping and Filtering Data in Pivot Tables
- ✓ Advanced Pivot Table Techniques
- ✓ Calculated Fields and Items
- ✓ Slicers and Timelines
- ✓ Pivot Charts
- ✓ Creating and Customizing Pivot Charts
- ✓ Using Pivot Charts for Dynamic Reporting
- ✓ Advanced Conditional Formatting
- ✓ Using Formulas in Conditional Formatting
- ✓ Icon Sets, Data Bars, and Color Scales
- ✓ Data Validation Techniques
- ✓ Custom Data Validation Rules
- ✓ Error Messages and Input Messages

POWER QUERY BASICS

- ✓ Introduction to Power Query
- ✓ Data Import from Various Sources
- ✓ Basic Data Transformation (Merge, Append)
- ✓ Cleaning Data with Power Query
- ✓ Advanced Data Manipulation
- ✓ Unpivoting Data
- ✓ Creating Custom Columns and Conditional Columns
- ✓ Advanced Charting Techniques
- ✓ Waterfall, Funnel, and Radar Charts
- ✓ Combo Charts with Secondary Axes
- ✓ Interactive Dashboards
- ✓ Creating Interactive Elements (Slicers, Buttons)
- ✓ Linking Charts and Tables in Dashboards
- ✓ Dynamic Charting
- ✓ Using Named Ranges and OFFSET for Dynamic Charts

INTRODUCTION TO POWER PIVOT

- ✓ Creating Data Models
- ✓ Understanding Relationships and Hierarchies
- ✓ Advanced Power Pivot
- ✓ Calculated Columns and Measures
- ✓ Using DAX Functions for Data Analysis
- ✓ Sharing and Protecting Workbooks
- ✓ Workbook Protection Techniques
- ✓ Tracking Changes and Managing Comments



Top 10 Queries??? in Advance Excel

Table 1		Table 2	
Name	Salary	Name	Salary
osuf Peter	447,877	Yosuf	447,877
amesh P	449,267	Ramesh	449,267
hahab islam	332,857	Shahab	332,857
aran Chandru	282,287	Tarun	282,287
habbir ghor	272,071	Shabbir	272,071
aran Gowda	458,393	Karan	458,393



Work Smarter, Not Harder

Work Smarter, Not Harder

