

# Advance Excel

2-Months | Duration

## MODULE 1: Excel Advanced Formulas & Functions

### Lookup Functions (Most Important for Job)

Ye functions company mein daily use hote hain:

- VLOOKUP – Data search karne ke liye
- HLOOKUP – Horizontal data search
- XLOOKUP – Latest and most powerful lookup
- INDEX Function
- MATCH Function
- INDEX + MATCH Combination (Industry standard)

Practical Use:

Employee ID se employee name fetch karna

Product code se price fetch karna

### Logical Functions

- IF Function
- Nested IF
- AND Function
- OR Function
- IFERROR Function



Practical Use:

Result calculate karna (Pass / Fail)

Salary calculate karna

Error hide karna

### Text Functions

- LEFT
- RIGHT
- MID
- LEN
- TRIM
- UPPER
- LOWER
- PROPER
- CONCAT / CONCATENATE

**Practical Use:**

**Full name ko separate karna**

**Extra space remove karna**

**Mathematical & Statistical Functions**

- SUMIFS
- COUNTIFS
- AVERAGEIFS
- ROUND
- SUBTOTAL

**Practical Use:**

**Department wise salary calculate karna**

**Attendance count karna**

**MODULE 2: Pivot Table & Pivot Chart (MIS Reporting)**

**Pivot Table industry mein report banane ka sabse powerful tool hai.**

**Topics Covered:**

- Pivot Table create karna
- Pivot Table formatting
- Data summarization
- Grouping data
- Multiple reports create karna
- Pivot Chart create karna
- Slicer use karna

**Practical Work:**

**Sales Report**

**Employee Report**

**Monthly Report**

**MODULE 3: Data Validation & Data Control**



**Ye feature company mein data entry control karne ke liye use hota hai**

**Topics:**

- Drop down list create karna
- Data restriction lagana
- Custom validation
- Error alert set karna

**Practical Work:**

**Department dropdown**

**Attendance dropdown**

**MODULE 4: Conditional Formatting**

**Ye feature important data ko highlight karta hai**

**Topics:**

- Duplicate value highlight
- Top 10 highlight
- Color scale
- Custom formatting



**Practical Work:**

**Low performance highlight**

**High sales highlight**

**MODULE 5: Charts & Dashboard**

**Excel dashboard company mein management ko report dikhane ke liye use hota hai**

**Topics Covered:**

- Column Chart
- Bar Chart
- Pie Chart
- Line Chart
- Dynamic Chart
- Dashboard create karna

**Practical Work:**

**Sales Dashboard**

**Employee Dashboard**

**MODULE 6: Data Tools (Industry Level Data Handling)**

**Topics:**

- Sort (Single & Multiple)
- Filter (Advanced Filter)
- Remove Duplicate
- Text to Columns
- Flash Fill

**Practical Work:**

**Data cleaning**

**Duplicate remove**

**MODULE 7: Excel Tables**

**Topics Covered:**

- Table create karna
- Table formatting
- Structured references



**MODULE 8: What-If Analysis**

**Ye feature future prediction aur calculation ke liye use hota hai**

**Topics:**

- Goal Seek
- Scenario Manager

**MODULE 9: Macro (Excel Automation)**

**Macro Excel ka automation tool hai jo time save karta hai**

**Topics:**

- Macro introduction
- Macro record karna
- Macro run karna

**Practical Work:****Report automation****MODULE 10: MIS Reporting (Most Important Module)**

MIS ka matlab hota hai Management Information System

Ye job ke liye sabse important skill hai

**Practical MIS Reports:**

- Salary Sheet
- Attendance Sheet
- Employee Database
- Sales Report
- Stock Report
- Invoice

**MODULE 11: Real Company Projects****Students ko real project banwaye jayenge:**

- Employee Management System
- Salary Management System
- Sales Dashboard
- Student Record System