

BASIC EXCEL COURSE

Duration: - 8 Sessions (Per Hour) Contents:

- **Moving around Excel sheets**
- **Basic shortcuts**
- **Simple calculations**
- **Rows & columns working properties**
- **Home tab complete**
- **32 Basic formulas Text, Numbers, Date (SUM, MAX, MIN, COUNT, LARGE, SMALL, LEFT, RIGHT, CONCATENATE, ETC MANY MORE)**
- **Filter, Remove Duplicates**
- **Sorting**
- **Page layout settings**
- **Data Validation, TEXT TO COLUMNS**
- **Paste special**
- **Hyperlink & macros**
- **Tables**
- **Conditional formatting**
- **Name manager**
- **3 types of Protection**
- **Formula Auditing**
- **Macros**
- **Freeze Panes**
- **Splitting Sheet**

Advance Excel Course

Duration: - 11 Sessions (Per Hour)

Contents:

- **3 References**
- **Logical function (If & Nested If)**
- **Logical function (or, And) (If & Nested If with AND & OR)**
- **Sumif, Countif, Averageif**
- **Sumifs, Countifs, Averageifs**
- **VLOOKUP's exact match & array**
- **VLOOKUP APPROXIMATE MATCH AND HLOOKUPS**
- **Index match exact and array**
- **Financial functions**
- **Subtotal and consolidate**
- **Goal Seek & Advance filter with macros**
- **Advance conditional formatting**
- **Calculation part pivot tables**
- **Pivot table Remaining part**
- **Charts**
- **Complicated amazing functions**
- **Customs**
- **Flash fill**

Expert Excel Course

Duration: - 7 Sessions (Per Hour)

Contents:

- **Advance VLOOKUP'S with offset function**
- **XLOOKUP, UNIQUE, FILTER formula**
- **Advanced custom**
- **Dashboard with form control**
- **Dashboard with four charts**
- **Dashboard with reports and formulas**
- **Dashboard with linking between sheets**
- **Advanced data validation**
- **VLOOKUP's with choose function**
- **ASAP UTILITIES**
- **Power Pivot**
- **Power maps**
- **Google Sheets**
- **Google Forms**
- **One Drive**
- **Advanced Date Function**
- **Advanced Financial function**
- **365 Excel Functions**
- **Excel Integration With AI (Copilot, Gamma, Gemini Etc.)**