

MS-Excel Advance

Course Objective

To develop advanced MS-Excel skills required for data analysis, reporting, dashboards, and business decision-making using powerful MS-Excel tools, functions, and automation-ready techniques.

TARGET AUDIENCE Working professionals, MIS Executives, Accountants, Analysts, Managers, Business Owners	DURATION Weekdays: 20 Days x 1 hour Weekend: 10 Days x 2 hours
TRAINING MODE <ul style="list-style-type: none">• Online• Classroom• Corporate - Inhouse	PREREQUISITE Basic MS-Excel knowledge. Functions (VLOOKUP, SUMIF, COUNTIF, etc.) knowledge will be an advantage.
COURSE DELIVERABLES <ul style="list-style-type: none">• Practice files & datasets• Real-world case studies• Using AI tool for MS-Excel• Certificate of completion• Post-training support	OUTCOME / SKILLS GAINED <ul style="list-style-type: none">• Confident in handling large dataset• Advanced data analysis skills• Professional dashboards & reports• Faster, smarter MS-Excel workflows

MODULE 1: BASICS BRUSH-UP

<ul style="list-style-type: none"> • What is MS-Excel • MS-Excel interface overview: <ul style="list-style-type: none"> ◦ Ribbon, Tabs, Group ◦ QAT, etc. 	<ul style="list-style-type: none"> • Types of Cells References • Data types in MS-Excel <ul style="list-style-type: none"> ◦ Text, Numbers, Percentage, Date, Currency, Custom
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MODULE 2: ADVANCED MS-EXCEL INTERFACE

<ul style="list-style-type: none"> • Advanced MS-Excel settings & options • Customizing Ribbon & QAT • Name Ranges 	<ul style="list-style-type: none"> • Name Manager • Workbook organization best practices • MS-Excel shortcuts for speed & efficiency
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MODULE 3: ADVANCED FORMULAS & FUNCTIONS

<ul style="list-style-type: none"> • Difference between formula & functions • Syntax of writing functions • Logical functions: <ul style="list-style-type: none"> ◦ IF, IFS, AND, OR, NOT, SWITCH • Lookup functions: <ul style="list-style-type: none"> ◦ VLOOKUP, HLOOKUP ◦ XLOOKUP (modern replacement) ◦ XMATCH(modern replacement) ◦ INDEX + MATCH (advanced usage) ◦ CHOOSE, INDIRECT • Text functions: <ul style="list-style-type: none"> ◦ LEFT, RIGHT, MID, LEN, CONCAT, TEXT, TEXTJOIN, CONCAT 	<ul style="list-style-type: none"> • Date & Time functions: <ul style="list-style-type: none"> ◦ TODAY, NOW ◦ DATE, MONTH, YEAR, NETWORKDAYS, NETWORKDAYS.INTL • Math & statistical functions: <ul style="list-style-type: none"> ◦ SUMIF, SUMIFS ◦ COUNTIF, COUNTIFS ◦ MAXIFS, MINIFS, AVERAGEIF ◦ SUBTOTAL, SUMPRODUCT ◦ TREND, FORECAST, COREL, FREQUENCY • Array functions: <ul style="list-style-type: none"> ◦ HSTACK, VSTACK, UNIQUE, SEQUENCE, SORT, FILTER
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MODULE 4: DATA VALIDATION & CONDITIONAL FORMATTING

<ul style="list-style-type: none"> • Advanced data validation rules • Dependent dropdown lists • Custom validation formulas 	<ul style="list-style-type: none"> • Advanced conditional formatting • Using formulas in conditional formatting • Highlighting trends & exceptions
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MODULE 5: DATA CLEANING & PREPARATION

<ul style="list-style-type: none"> • Text to Columns • Remove duplicates • Find, Replace & wild card usage 	<ul style="list-style-type: none"> • Flash Fill • Handling missing & inconsistent data • Data transformation best practices
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MODULE 6: MS-EXCEL TABLES & STRUCTURED REFERENCES

<ul style="list-style-type: none"> • Creating & managing MS-Excel tables • Structured references • Dynamic ranges using tables 	<ul style="list-style-type: none"> • Table-based formulas • Tables vs normal ranges • Converting tables to normal ranges
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MODULE 7: PIVOT TABLES – ADVANCE ANALYSIS

<ul style="list-style-type: none"> • Advanced Pivot Table concepts • Grouping data (dates, numbers) • Calculated fields & items • Pivot Table formatting best practices 	<ul style="list-style-type: none"> • Sorting & filtering pivots • Using slicers & timelines • Pivot Charts • Multiple data sources
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MODULE 8: CHARTS, DASHBOARDS & VISUALIZATION

<ul style="list-style-type: none"> • Basics of charts • Types of charts • Creating combo charts • Dynamic charts using formulas & objects 	<ul style="list-style-type: none"> • Dashboard design principles • Using slicers in dashboard • KPI indicators & visuals • Interactive dashboard
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MODULE 9: POWER QUERY (ETL)

<ul style="list-style-type: none"> • Introduction to Power Query • Importing data from: <ul style="list-style-type: none"> ◦ MS-Excel files ◦ CSV files 	<ul style="list-style-type: none"> • Cleaning & transforming data • Handling queries • Refreshing data automatically
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MODULE 10: WHAT-IF ANALYSIS & FORECASTING

<ul style="list-style-type: none"> • Goal Seek • Scenario Manager 	<ul style="list-style-type: none"> • Data Tables • Forecast Sheet
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MODULE 11: SECURITY, AUDITING & COLLABORATION

<ul style="list-style-type: none"> • Worksheet & Workbook protection • Data security best practices • Formula auditing tool 	<ul style="list-style-type: none"> • Levels of worksheet data protection • Track changes & comments • Sharing & collaboration tips
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Introduction to using AI tool for MS-Excel

MODULE 12: AUTOMATION READINESS (NO CODING)

<ul style="list-style-type: none"> Recording & understanding macros Introduction to VBA concepts 	<ul style="list-style-type: none"> When to use VBA vs formulas Operating macro enabled file
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MODULE 13: REAL-LIFE BUSINESS USE CASES & INTERVIEW PREP.

<ul style="list-style-type: none"> Sales & MIS dashboards Expense & budget tracking HR & attendance reports Inventory & purchase analysis 	<ul style="list-style-type: none"> Revision of key concepts Common MS-Excel interview questions MS-Excel usage in real workplaces Q&A session
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Why Choose Us?	Few Corporate Client References
<ul style="list-style-type: none"> ✓ Trusted by 10,000+ learners – PAN India, USA, Europe, UAE ✓ Practical, job-oriented training ✓ Real-world office & business examples ✓ Experienced trainer with industry exposure ✓ Small batches & personalized attention ✓ Post-training support 	<ul style="list-style-type: none"> • Bharat Forge Limited • KSB Tech Pvt. Ltd. • International School of Management & Research (ISMР) • MSINDIA Health Insurance TPA Pvt. Ltd. • HUSCO Hydraulics Pvt. Ltd. • Francois Compressors India Pvt. Ltd. • NORD Drivesystems Pvt. Ltd. • Equilibrium Solutions Pvt. Ltd. • ITESKUL • Green Packaging Industries Pvt. Ltd. • Flexibility HR Solutions Pvt. Ltd. • Astro MedTech Pvt. Ltd. • Indus Towers Limited • BDG Metals & Power Limited • MTech Innovations Limited • NSDM India
FAQ	
<p>If I miss any session?</p> <p>No worries. We track the progress of every participant. Missed session can be covered later through a backup session or by joining another batch free of cost.</p> <p>Do I get course material?</p> <p>Yes, participants receive course material in PDF format along with practice data sheets.</p> <p>Is course fee refundable?</p> <p>Yes. The first session is treated as a demo and is eligible for a 100% refund with no questions asked. After the first session, fees are non-refundable under any circumstances.</p>	<p>visit our website for more details</p>

Queries / enrollment / customization, please contact:

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