

# 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.

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

## MODULE 1: BASICS BRUSH-UP

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

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

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

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

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

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

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

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

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

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

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

## MODULE 12: AUTOMATION READINESS (NO CODING)

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

<ul style="list-style-type: none"> <li>Sales &amp; MIS dashboards</li> <li>Expense &amp; budget tracking</li> <li>HR &amp; attendance reports</li> <li>Inventory &amp; purchase analysis</li> </ul>	<ul style="list-style-type: none"> <li>Revision of key concepts</li> <li>Common MS-Excel interview questions</li> <li>MS-Excel usage in real workplaces</li> <li>Q&amp;A session</li> </ul>
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Why Choose Us?	Few Corporate Client References
<ul style="list-style-type: none"> <li>✓ Trusted by 10,000+ learners – PAN India, USA, Europe, UAE</li> <li>✓ Practical, job-oriented training</li> <li>✓ Real-world office &amp; business examples</li> <li>✓ Experienced trainer with industry exposure</li> <li>✓ Small batches &amp; personalized attention</li> <li>✓ Post-training support</li> </ul>	<ul style="list-style-type: none"> <li>Bharat Forge Limited</li> <li>KSB Tech Pvt. Ltd.</li> <li>International School of Management &amp; Research (ISMR)</li> <li>MSINDIA Health Insurance TPA Pvt. Ltd.</li> <li>HUSCO Hydraulics Pvt. Ltd.</li> <li>Francois Compressors India Pvt. Ltd.</li> <li>NORD Drivesystems Pvt. Ltd.</li> <li>Equilibrium Solutions Pvt. Ltd.</li> <li>ITESKUL</li> <li>Green Packaging Industries Pvt. Ltd.</li> <li>Flexibility HR Solutions Pvt. Ltd.</li> <li>Astro MedTech Pvt. Ltd.</li> <li>Indus Towers Limited</li> <li>BDG Metals &amp; Power Limited</li> <li>MTech Innovations Limited</li> <li>NSDM India</li> </ul>
FAQ	
<p><b>If I miss any session?</b></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><b>Do I get course material?</b></p> <p>Yes, participants receive course material in PDF format along with practice data sheets.</p>	
<p><b>Is course fee refundable?</b></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><a href="#">visit our website for more details</a></p>

**Queries / enrollment / customization, please contact:**

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