

Module 1 Excel Tables:

Creating and formatting Tables, Table Styles, Structured References, Sorting & Filtering within Tables, Total Row, Removing Duplicates, Table Design Tools, Converting Tables to Ranges

Module 2:

Advanced Functions

Logical Functions (IF, IFS, AND, OR, NOT, SWITCH, IFERROR), Lookup Functions (VLOOKUP, HLOOKUP, XLOOKUP, INDEX, MATCH, XMATCH), Text Functions (LEFT, RIGHT, MID, LEN, TRIM, TEXT, TEXTJOIN, CONCAT, SUBSTITUTE, REPLACE), Date & Time Functions (TODAY, NOW, DATE, DATEDIF, EDATE, EOMONTH, NETWORKDAYS, WORKDAY), Mathematical Functions (SUMIFS, COUNTIFS, AVERAGEIFS, SUMPRODUCT, SUBTOTAL, AGGREGATE), Dynamic Array Functions (FILTER, SORT, SORTBY, UNIQUE, SEQUENCE)

Module 3: Pivot Tables

Creating Pivot Tables, Pivot Table Layouts, Value Field Settings, Grouping Data, Calculated Fields, Calculated Items, Pivot Charts, Slicers, Timelines, Refreshing Pivot Tables, Pivot Table Formatting, Interactive Reports.

Module 4: Data Analysis

Data Validation, Advanced Filter, Text to Columns, Flash Fill, Remove Duplicates, Conditional Formatting, What-If Analysis (Goal Seek, Scenario Manager, Data Tables), Solver (Introduction), Sparklines, Trend Analysis.

Module 5: Dashboards & Reporting

Dashboard Planning, KPI Cards, Dynamic Charts, Interactive Dashboards, Pivot-based Dashboards, Slicer-controlled Reports, Business Dashboards, MIS Reports.

Module 6: Power Query

Importing Data from Excel, CSV, Text, Web, Cleaning Data, Transforming Data, Merging Queries, Appending Queries, Removing Errors, Loading Data

Module 7: Power Pivot & Data Model

Data Model, Relationships, Calculated Columns, Measures, Basic DAX, Managing Multiple Tables, Data Analysis using Power Pivot

Module 8: Automation

Recording Macros, Running Macros, Assigning Macros to Buttons, Editing Recorded Macros, Introduction to VBA, Automating Repetitive Tasks

Module 9: Business Applications

Sales Analysis, Financial Reports, HR Reports, Inventory Analysis, Attendance Reports, Budget Tracking, Profit Analysis, Interactive Business Reports

Module 10: Capstone Project

Sales Dashboard, Financial Dashboard, HR Analytics Dashboard, Inventory Dashboard, Executive MIS Dashboard using Tables, Functions, Pivot Tables, and Power Query