



Advanced Excel Course

Course Duration 10 Hrs

Training : Online on Zoom / Teams /Google Meet

Module 1: Power Query

- Introduction to Power Query
 - What is Power Query?
 - Example: Use case of transforming raw sales data into a structured table.
 - Benefits and Use Cases
 - Example: Automating monthly data imports and cleanups.
- Connecting to Data Sources
 - Importing Data from Various Sources
- Data Transformation
 - Cleaning and Transforming Data
 - Example: Removing duplicates, filtering rows, and changing data types.
 - Merging and Appending Queries
 - Example: Combining monthly sales data from multiple files.
 - Creating Custom Columns
 - Example: Adding a column to calculate sales tax.
 - Practical Exercises and Examples
 - Example: Exercise on transforming a messy dataset into a clean report.

Module 2: Pivot Tables and Pivot Charts

- Creating and Managing Pivot Tables
 - Building Basic Pivot Tables
 - Summarizing Data Using Different Functions
 - Example: Using COUNT, AVERAGE, and MAX functions in pivot tables.
 - Grouping and Ungrouping Data
 - Using Calculated Fields and Items
- Enhancing Pivot Tables with Pivot Charts (1 Hour)
 - Creating Pivot Charts
 - Example: Creating a pivot chart to visualize trends.
 - Customizing Pivot Chart Elements
 - Example: Changing chart types, adding titles, and formatting axes.
 - Interactive Dashboards with Slicers and Timelines



- Practical Exercises and Examples
 - Example: Exercise on creating an interactive dashboard.

Module 3: Advanced Formulas

- Lookup and Reference Functions
 - VLOOKUP and HLOOKUP
 - Example: Using VLOOKUP to find product prices based on product ID.
 - XLOOKUP: Advantages and Usage
 - Example: Using XLOOKUP to find employee details based on employee ID.
 - INDEX and MATCH: Combining for Powerful Lookups
 - Example: Combining INDEX and MATCH to perform two-dimensional lookups.
- Date and Time Functions
 - DATE, DATEVALUE, and Related Functions
 - Example: Calculating the number of days between two dates.
 - Calculating Differences Between Dates
 - Example: Using DATEDIF to calculate age.
 - Working with Time and Duration
 - Example: Summing hours worked in a week.
- Other Advanced Functions
 - Use of Advanced IF Function
 - How to use different TEXT functions
 - How to use Nested Functions
 - MIN, MAX, COUNT, SUMIF, COUNTIF, MID , TEXT functions etc

Module 4: Charts and Data Visualization

- Creating Advanced Charts
 - Customizing Chart Elements and Styles
 - Example: Customizing a line chart to show monthly sales trends.
 - Combination Charts
 - Example: Creating a chart that combines a column chart and a line chart.
- Data Visualization Techniques
 - Sparklines and Mini-Charts
 - Example: Adding sparklines to summarize trends in a table.
 - Interactive Charts with Slicers
 - Example: Adding slicers to control chart data dynamically.
 - Practical Exercises and Examples
 - Example: Exercise on creating a dashboard with multiple interactive charts.



Module 5: Slicers and Timelines

- What are Slicers
- How to use Slicers
- Tips and Tricks for Slicers
- Interactive Dashboard with Slicers and Timelines
- Practical Exercises with Examples

Module 6: Conditional Formatting

- Advanced Conditional Formatting (1 Hour)
 - Custom Formatting Rules
 - Example: Highlighting cells based on specific criteria, such as sales targets.
 - Using Formulas Within Conditional Formatting
 - Example: Highlighting rows where sales exceeded a certain threshold.
 - Data Bars, Color Scales, and Icon Sets
 - Practical Exercises and Examples
 - Example: Exercise on applying conditional formatting to a Data report.

Module 7: Q&A

- Open Session for Questions and Clarifications
- Review of Key Concepts and Takeaways