

Module 1: Excel Fundamentals

- Overview of Excel interface
- Understanding workbooks, worksheets, and cells
- Navigating and customizing the ribbon
- Quick analysis tools
- Customizing the Quick Access Toolbar
- Understanding cells, rows, columns, and ranges
- insert / Delete Rows and columns
- Cells sizing
- Editing Features
- Wrap Text, Merge Cells and other alignment techniques

Module 2: Logical and Lookup Formulas

- Logical Operation Functions
(IF/IFS/OR/NOT/AND/SUMIFS/COUNTIFS/AVGIFS/MAXIFS/MINIFS/SWITCH)
- Look-Ups (Fuzzy Lookup/Vlook-up/Hlook-up/Index/Match)
- Time Intelligence (Datedif/Networkdays)
- Troubleshoot Formulas
- Tips & Tricks (Short cut Keys/ Techniques)

Module 3: Transformation and Data Cleaning Formulas

- Cleaning Formulas
(Text/Trim/IsText/Right/Left/Mid/Upper/Lower/Proper/Len/Clean/Find)
- Wrap rows/Wrap columns/Group By/VStack/HStack/Filter
Unique/Distinct/Sequence/Sort/Substitute
- Subtotal/Aggregate
- Flash Fill/Fill Series
- Text to Column (Fixed/Delimited)
- Remove Duplicate (By Conditional Formatting)
- Tips & Tricks (Short Keys/ Techniques)

Module 4: Data Security

- Overview (Interface/Tools/Options)
- Security (Editing/Restricted sharing/ Book-Sheet-Cell Protection)
- Tips & Tricks (Short cut keys / Techniques)

Module 5: Manage Integrity

- Data Validation
- Group/UnGroup Data
- Conditional Formatting (Simple/Advance)
- Data Consolidations
- Filtering (Simple/Advance)

- Tips & Tricks (Short Keys/ Techniques)

Module 6: Formula Management with Generative AI UPDATE

- Learn Prompt Engineering to better use Generative AI tools for accurate results
- Predictive Analysis: Using Generative AI tools for trend and pattern detection.
- Simplify Complex Calculation to enhance Productivity techniques

Module 7: PivotTables and Pivot Charts

- Introduction to PivotTables for data summarization
- Creating PivotTables from different data sources
- Customizing and formatting PivotTables
- Introduction to Pivot Charts for visual representation of data

Module 8: Excel Power System

- Power Query – ETL (Extract Transformation Load)
- Power Pivot - Data Model & Relationships for performance optimization
- Tips & Tricks (Short cut Keys/ Techniques)

Module 9: Dashboard and Reporting

- Theory discussion on types of visuals (KPI's card/Charts/Visuals/Slicer/Timeliner)
- Create Automated System
- Create Automated Dashboards
- Tips & Tricks (Short cut Keys/ Techniques)