

ADVANCE EXCEL with A.I.

Duration: 60 Sessions (1 Session = 1 Hr.)

Introduction to Excel

Basic Understanding Menu and Toolbar, Introduction to different category of functions like Basics, Mathematical and Statistical, Date and Time, Logical, Lookup and References, Text and Information.

Mathematical Functions

Sum, Sumif, Sumifs, Count, Counta, Countblank, Countif, Countifs, Average, Averageif, Averageifs, Subtotal, Randbetween, Roundup, Rounddown, Sumproduct

Date and Time Function

Date, Day, Month, Year, Edate, Eomonth, Networkdays, Workday, Weeknum, Weekday, Hour, Minute, Second, Now, Today, Time

Text Functions and Data Validation

Char, Concatenate, Find, Search, Substitute, Replace, Len, Right, Left, Mid, Lower, Upper, Proper, Text, Trim, Filters (Basic, Advanced, Conditional), Sort (Ascending, Descending, Cell/ Font Colour), Conditional Formatting, Data Validation, Group and Ungroup, Data split.

Logical Functions

And, Or, If, Iferror, Not, Nested If

Lookup and Reference Functions

VLookup, XLookup, Index, Match, Offset, Indirect, Address, Column, Columns, Row, Rows, Choose, Arrays Concept In Lookup Formula's, Past Special, Past link

Power Pivot- MIS, Data Analysis

Pivot Table, Power Pivot, What-if Analysis, Data Table – One Variable and Two Variables, Data Analysis Using Statistics, Descriptive Statistics, Graphs and Charts, Analysis Tool Pack, Solver, Import and Export data, Protect/Unprotect sheets/workbooks, Worksheet formatting and Print Display.

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