



## MASTER MS EXCEL

### ONE DAY WORKSHOP

#### SYLLABUS

### Topics Covered in 2 Hours

#### HOOR 1 -Introduction to Advanced Excel

- 1.Review of Basic Excel Features .
- 2.Importance of Excel in Data Analysis and Business

#### Advanced Formulas and Functions

- 1.Logical Functions
- 2.Lookup Functions
- 3.Index-Match Combo
- 4.Array Formulas
- 5.Text Functions
- 6.Date and Time Functions
- 7.Mathematical Functions

#### Data Validation

- 1.Creating Drop-down Lists
- 2.Custom Data Validation Rules
- 3.Error Alerts and Messages
- 4.Dependent Drop-down Lists

#### Advanced Data Analysis Techniques

- 1.PivotTables and PivotCharts
- 2.Power Query for Data Transformation
- 3.Slicers and Timelines
- 4.Data Consolidation and Grouping

## **HOOR 2 - Advanced Charting Techniques**

### **Charts**

1. Dynamic and Interactive Charts
2. Creating Custom Chart Templates
3. Waterfall Charts
4. Gantt Charts

### **Excel Dashboarding**

1. Principles of Effective Dashboards
2. Creating KPI Dashboards
3. Linking Charts and Tables
4. Using Form Controls for Interactivity

### **Working with Large Data Sets**

1. Sorting and Filtering Advanced Options
2. Advanced Conditional Formatting
3. Data Subtotaling and Outlining
4. Removing Duplicates

### **Macros and VBA (Visual Basic for Applications)**

1. Recording and Running Macros
2. Creating Custom Functions with VBA
3. Automating Tasks with VBA

### **Collaboration and Workbook Protection**

1. Track Changes and Comments
2. Sharing and Merging Workbooks
3. Protecting Workbooks and Sheets
4. Securing Formulas and Data