

Advance Excel Syllabus



Month 1 – Excel Basics & Core Functions

Week 1

- ➔ Excel Interface, Workbooks, Worksheets, Ribbon, Quick Access Toolbar
- ➔ Cells, Rows, Columns, Data Entry, Autofill, Undo/Redo
- ➔ Formatting: Fonts, Borders, Cell Colors, Number Formats
- ➔ Basic Math: +, -, *, /, AutoSum, Copy-Paste, Fill Series
- ➔ Cell References (Relative, Absolute), Introduction to Basic Functions

Week 3

- ➔ Logical Functions: IF, AND, OR, NOT
- ➔ Lookup Functions: VLOOKUP, HLOOKUP
- ➔ Basic Charts: Column, Line, Pie, Bar Charts
- ➔ Chart Design: Titles, Labels, Legends, Data Series
- ➔ Practice : Create dashboard with charts and summary data

Week 2

- ➔ Sorting and Filtering (AutoFilter, Custom Filter)
- ➔ Find & Replace, Go To Special, Freeze Panes
- ➔ Working with Dates and Times (TO, NOW, Custom Formats)
- ➔ Text Functions: LEFT, RIGHT, MID, LEN, CONCAT, TEXTJOIN
- ➔ Practical Exercise: Create an employee or student record sheet

Week 4

- ➔ Conditional Formatting (Rules, Color Scales, Icons)
- ➔ Data Validation (Drop-downs, Custom Rules)
- ➔ Grouping, Subtotals, Outline View
- ➔ Printing: Page Setup, Print Titles, Headers/Footers
- ➔ Weekly Project: Create report with data cleaning, formatting, charts

Month 2 – Intermediate Excel & Data Analysis

Week 5

- ➔ Nested IF, IFS, SWITCH
- ➔ MATCH, INDEX, and combining with VLOOKUP
- ➔ CHOOSE, OFFSET, INDIRECT functions
- ➔ ISERROR, IFERROR, ERROR.TYPE
- ➔ Exercise: Create a dynamic price calculator sheet

Week 6

- ➔ Excel Tables (Insert Table, Total Row, Structured References)
- ➔ Slicers and Table Filters
- ➔ Sparklines, Combo Charts
- ➔ Secondary Axis Charts
- ➔ Create a dashboard using advanced charts and slicers

Week 7

- ➔ Introduction to PivotTables
- ➔ Grouping, Summarizing, and Formatting PivotTables
- ➔ Calculated Fields & Items in PivotTables
- ➔ PivotCharts: Design & Customization
- ➔ Case Study: Sales or HR report using PivotTables

Week 8

- ➔ Remove Duplicates, Flash Fill, Text to Columns
- ➔ What-If Analysis: Goal Seek, Scenario Manager
- ➔ Data Consolidation (Across Sheets/Workbooks)
- ➔ Advanced Filters & Custom Views
- ➔ Create a report with multiple sheets using consolidated data

Month 3 – Expert Excel Skills

Week 9

- ➔ Introduction to Macros (Record/Run)
- ➔ Using the Developer Tab
- ➔ Assign Macros to Buttons
- ➔ Basic VBA for beginners
- ➔ Project: Automate a daily report generation task

Week 10

- ➔ Introduction to Power Query
- ➔ Load, Clean, and Transform Data using Power Query
- ➔ Merge & Append Queries
- ➔ Intro to Power Pivot & Data Models
- ➔ Connect Excel to external data sources (CSV, Web, Database)

Week 11

- ➔ Dashboard Planning & Layout
- ➔ Interactive Elements: Drop-downs, Scroll Bars, Buttons
- ➔ Dynamic Charts using Named Ranges
- ➔ KPI Indicators & Data Binding
- ➔ Final Dashboard Project: Sales/HR/Finance Dashboard

Week 12

- ➔ Revision: Functions & Charts
- ➔ Revision: PivotTables & Dashboards
- ➔ Mini Project 1: Inventory Dashboard
- ➔ Mini Project 2: Attendance Tracker with Reports
- ➔ Final Test + Certification/Presentation (Interview Questions)

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