



# Microsoft Excel

Beginner *to* Advanced 2024

*With*

24/7 **LIVE** Doubt Resolution



**22nd April 2024**

# What You'll Learn

01

Become Confident at Microsoft Excel with over 100+ Business Situations



02

Vlookup, Xlookup, Excel Pivot Tables



03

Advanced Excel Formulas with ChatGPT



04

Learn Advanced Formulas like SUMIFS and WILD CARDS



05

Advanced Excel Formulas and their various business Situations



**06**

**Start applying Advanced Excel  
in real world situations**



**Excel Dashboarding and  
how to effectively create  
data visualizations**

**07**



**08**

**Live Weekly Zoom Sessions for  
Doubt Resolution**



**Any Doubt would be resolved  
within 24 hours of the request.**

**09**



Welcome to our Updated Excel Mastery Course for 2024, where we've enhanced our offerings to cater to beginners and advanced users alike. In addition to the comprehensive Excel content previously mentioned, we are excited to introduce new features to elevate your Excel skills even further, with a special emphasis on AI-driven learning for Excel Formulas.

# Features

01

## AI-Driven Learning for Excel Formulas

Dive into the future of Excel learning with our cutting-edge AI-driven modules. Leverage artificial intelligence to enhance your understanding of complex formulas, receive personalized insights, and optimize your Excel workflow. Uncover the power of AI as a companion in your data analysis journey.

02

## How to Use ChatGPT for Excel Complex Situations

Unlock the full potential of ChatGPT to navigate intricate Excel scenarios. Learn how to seamlessly integrate AI assistance for problem-solving, formula optimization, and gaining insights into unique challenges you may encounter in your data analysis journey.

03

## Expanded Excel Formulas Module

Delve deeper into Excel formulas with an additional 20 formulas covering a wide range of situations. From financial calculations to statistical analysis, these formulas will empower you to handle diverse data scenarios with confidence.

04

## Extended Excel Pivot Tables Section

Elevate your data analysis game with an extended section on Excel Pivot Tables, covering 15 different situations. Master the art of summarizing and analyzing large datasets with ease.

**01**

## **AI-Enhanced Excel Dashboarding**

Explore the integration of AI in dashboard creation. Learn how to use AI to identify patterns, trends, and outliers in your data, enabling you to design more insightful and dynamic dashboards.

**02**

## **Advanced Charting Techniques**

Take your data visualization skills to the next level with advanced charting techniques. Learn to create visually stunning and informative charts that effectively communicate your data insights.

**03**

## **More Practice Sheets**

Sharpen your skills with over 20 additional practice sheets, providing hands-on experience and reinforcing the concepts learned throughout the course.

**04**

## **Doubt Resolution**

- **Live Weekly Zoom Sessions for Doubt Resolution**
- **Any Doubt would be resolved within 24 hours of the request.**

# **SCHEDULE**

## **Section 1: Introduction and Fundamentals of Excel**

- Introduction to Excel Environment
- How Excel works

## **Section 2: Flash Fill – An Intelligent Feature of Excel**

- Introduction to Flash Fill – Magical Feature of Excel
- Flash Fill for Joining Data in Excel
- Flash Fill to Split Data
- Flash Fill for Dates Extraction and Manipulation
- Flash Fill for Formatting Data
- Flash Fill for Complex Data Situations
- Where Flash Fill Would Fail
- Flash Fill Assignment – Question
- Flash Fill Assignment Solution
- What have we Learnt so Far

## **Section 3: Data Validation to Manage Data Inputs**

- Introduction to Data Validation
- How Data Validation works
- Validating an input with certain number of characters
- Replicating Data Validation to Other Rows
- Validating an Input of Date values using Data Validation
- Enabling Input Message and Error Alert for Data Validation Cells
- Data Validation for Time Information
- Custom List of Items in Data Validation
- Data Validation Assignment Question
- Data Validation Assignment Solution

## **Section 4: Interpreting data with Filtering and Sorting data**

- Introduction to Filtering
- Applying Filter for the First Time
- Filtering Data On Misaligned Dataset
- Filtering Data on a Text based Information
- Filtering Date information with 1 criteria
- Filtering Date information with 2 criteria
- Filtering Time information with Multiple Criteria
- Filtering Data on Multiple Fields
- Introduction to Sorting
- Sorting Date Information
- Filtering and Sorting Dates
- Advanced Sorting Along with Filtering

# SCHEDULE

## Section 5: Analyzing data with Pivot Tables

- The Business Story Continuation
- Pivot Tables Introduction
- Pivot Table Interface and our First Pivot Table
- How Pivot Table Works
- First Pivot Table with a Calculation
- Different Calculations from the Same Field
- Using Rows and Columns in Pivot Tables for the Same Field
- Using Rows and Columns for 2 different fields
- Managing Labels of a Complex Pivot Table
- Sorting Values in Pivot Table
- Label Filtering in Pivot Tables
- Values Filtering in Pivot Tables
- Report Level Filters in Pivot Tables
- Formatting Values in Pivot Table
- Managing Date Information in Pivot Tables
- Multi Field Calculations in Pivot Tables
- Top 3 and Bottom 3 in Pivot Tables
- Changes in the Data Source
- Adding New Rows of Data to the Pivot Table – Manual

### Method

- Column Referencing and the Challenges of Blanks
- Range Vs Table Source for Pivot Tables
- Grouping Data in Pivots
- Using Slicers to Filter single and Multiple Reports
- Using Timelines to filter single and Multiple Reports
- Pivot Table Assignment Question Walkthrough
- Pivot Table Assignment Solution Walkthrough

## Section 6: Visualizing Data with Conditional Formatting

- Challenges of Understanding Summarized Data
- How Effective is Conditional Formatting
- Understanding Data Bars and How it works
- Using Data Bars on Same Filed and Adjacent Field
- Customizing Data Bars
- Introduction to Color Scales
- Applying Color Scales on Pivot Table Report
- Customizing Color Scales
- Introduction to Icon Sets
- Applying Icon Sets on a Report and Customizing Criteria
- Customizing the Icon Sets
- Duplicates Highlight and Where Conditional Formatting Fails
- Conditional Formatting – Icon Sets and Top Bottom Rules
- Conditional Formatting Assignment Walkthrough

# SCHEDULE

## Section 7: Excel Formulas and Functions 101

- Why Use Functions or Formulas and its Fundamentals
- Excel Formula Vs Excel Function
- Environment and Inserting our First Excel Formula
- Inserting our First Function

## Section 8: Excel Formulas: Frequently used Basic functions

- How SUM Function works
- Practicing SUM Function
- How AVERAGE works – Excel Formulas
- Practicing AVERAGE Excel Formulas
- How COUNT and COUNTA function works – Excel Formulas
- Count Function and Counting Capabilities
- COUNTA and its Counting Capabilities and Limitations with Excel Formulas
- How MAX and MIN function works
- Practicing MAX and MIN – Excel Formulas
- Assignment Question
- Assignment Solution

## Section 9: Excel Formulas and Functions 201

- How Referencing works in Excel Formulas
- How Fixed or Absolute Referencing works in Excel Formulas
- Named Ranges in Excel Formulas

## Section 10: Excel Formulas and Functions : Operators

- IF Formula – Excel Formulas
- AND Formula or Operator – Excel Formulas
- OR Formula or Operator – Excel Formulas

## Section 11: Excel Formulas and Functions : Wild Cards and Advanced Aggregations

- Using SumIF and Calculating a Metric – Excel Formulas
- SumIF with Wild Cards in Excel Formulas
- Averagelf and CountIF Formulas along with the Wildcard situations
- IFS Formula and SumIFS Formulas
- SumIFS with Wild Card Situations and SumIFS with Operator Situations
- Averagelfs with Wildcard and Operator Situations in Excel Formulas
- MaxIFS with Operators and Wild Cards – Excel Formulas
- MinIFS with Operators and Wild Cards – Excel Formulas



# SCHEDULE

## Section 12: Excel Formulas and Functions : Text Functions

- Trio of LEFT, RIGHT and MID – Excel Formulas
- UPPER, LOWER and PROPER – Excel Formulas
- Combining data with CONCAT and TEXTJOIN Excel Formulas

## Section 13: Excel Formulas and Functions : Date and Time Functions

- Creating dynamic current date with TODAY – Excel Formulas
- Extracting only the DAY information from a date – Excel formulas
- Extracting only the MONTH information from a date – Excel formulas
- Extracting only the YEAR information from a date – Excel formulas
- Extracting all forms of TIME information from a timestamp – Excel Formulas
- Finding the difference of DAYS
- Finding the difference of Working Days using NETWORKDAYS
- Finding the difference of custom working days using NETWORKDAYS.INTL

## Section 14: Excel Formulas and Functions : VLOOKUP and XLOOKUP

- Introduction to VLOOKUP – Excel Formulas
- How VLookup Works
- Vlookup in Simple Business Situation 1 – Text Clue
- Vlookup in Simple Business Situation 2 – Text Clue
- Vlookup in Simple Business Situation 3 – Number as the Clue
- Vlookup in Simple Business Situation 4 – Number as the Clue
- Vlookup in Simple Business Situation 5 – Approximate Lookup
- Vlookup in Simple Business Situation 6 – Two Way Lookup
- Introduction to XLookup – Excel Formulas
- ALERT for XLookup
- Practice File for XLookup – Excel Formulas
- XLOOKUP on Simple Data – Excel Formulas
- XLOOKUP on Date and Horizontal Data – Excel Formulas
- XLOOKUP with Match mode of Higher Value
- XLOOKUP with Match mode of Lower Value
- XLOOKUP with Match mode of Wildcard Characters
- Introduction to INDEX Formula – Excel Formulas
- Introduction to MATCH formula – Excel Formulas
- Using INDEX and MATCH Together

# **SCHEDULE**

## **Section 15: Advanced Excel Formulas: Nested Formulas and ChatGPT**

- Introduction to Nested formulas – Excel Formulas
- Creating our First Nested formula – Excel Formulas
- Reversing the Logic within a Nested formula – Excel Formulas
- Building Complex Nested Formulas in a Step by Step Approach
- Building a complex Nested IF formula with ChatGPT
- Building a Super Complex Nested IF function with ChatGPT

## **Section 16: Simple Interactive Dashboard with Pivot Tables**

- Importance of Dashboard
- Creating and Managing Business Questions for Dashboarding
- Setting up the Environment for Dashboarding
- Generating Business Answers and Questions for Dashboarding
- Choosing Charts for Dashboarding
- Aligning and Resizing Charts – Draft View of Dashboard
- Removing Distractions from the Dashboard
- Bringing the Insights Out from our Dashboard
- Slicers and Timelines for Interactive Dashboard
- Coloring and Theming your Dashboards
- Final Touches before Publishing your Dashboard

## **Section 17: Advanced Customizations and Data Summarization of Dashboards**

- Managing Blanks and Views
- Grouping in Pivot Tables
- Contextual Charting
- Aligning Complex Chart and Customizing Slicers
- Customizing Everything and Hidden Chart Options
- Advanced Coloring and Theme Management
- Customizing the Slicer Colors
- Data Summarization for Dashboards



# Kadhiraan Jayachandiran

Founder @KultureHire & YourExcelGuy

As we step into 2024, Excel proficiency coupled with AI-driven insights is the key to staying ahead in the world of data analysis. Join us in this advanced learning experience, and let's explore the future of Excel together.

-Kadhir (Founder, KultureHire)

**Price**

Price: ~~₹3000~~

**₹1499**

**Enroll Now**

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