



MS EXCEL

BASIC TO ADVANCE

TRAINING COURSE OUTLINE

15 Classes | 20 Hours | Basic to Advance Level

Designed & Delivered by

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Microsoft Certified Trainer

Corporate Data Analytics Consultant & Trainer | Data Analyst

Advance MS Excel and Dynamic Arrays | Power BI | Power Query (M) | DAX | PostgreSQL | Python

Microsoft Certified (MO-201, PL-300)

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1. Course Summary

Course	Level	Duration	Assessments	Tests	Projects
Basic to Advance MS Excel	Basic – Advance	15 Classes / 20 Hours	2	6	3

Target Audience: Sales, HR, Operations, Admin, Supply Chain, Finance and Accounts, and other professionals who work with data and reports on a daily basis.

2. Training Take-Home

By the end of this course, participants will be able to:

- Reconstruct and clean up messy, unstructured databases
- Build MIS reports using advanced formulas and functions
- Summarize large datasets quickly using Pivot Tables
- Create a clean, professional, and visually appealing presentation of data
- Apply many practical Excel hacks used in real corporate reporting

3. Learning Summary

Functions & Formulas

- Text Functions for Dynamic Data Manipulation
- Conditional Analysis Functions
- Match and Lookup Functions
- Financial Functions
- Date and Time Functions

Formatting & Reporting

- Conditional and Custom Formatting
- Pivot Table for Summarization of Data
- Hands-on Projects

4. Broader Training Outline

The course is organized around the following core topic areas:

- Dynamic Data Manipulation
- Conditional Analysis
- Conditional Formatting

- Match & Lookup
- Financial Function
- Date and Time
- Pivot Table

5. Detailed Training Outline

Pre-Assessment

Section 1: Dynamic Data Manipulation

A. Commands of Main Tabs

- Home Tab: Paste, Paste Special, Format Painter, Orientation, New Line, Merge Across, Data Formatting, Clear, Fill, Find and Select
- Insert Tab: Hyperlink
- Page Layout Tab: Page Setup and Print, Theme
- Formula Tab: Name Manager, Formula Auditing, Watch Window
- Data Tab: Filter, Text to Columns, Remove Duplicates, Data Validation, Goal Seek, Group by Subtotal
- View Tab: Navigation, New Window & Arrange All, Freeze Panes, Hide and Unhide

B. Tips and Notes on Formula, Cell Reference, and Formula Copy

- Important Tips on Excel Formula
- Important Tips on Excel Cell Reference
- Other Important Notes

C. Manipulating Text

- Setting text to sentence case
- Joining text strings
- Removing spaces from a text string
- Counting characters in a cell
- Extracting parts of a text string
- Finding a particular character
- Substituting text strings
- Finding similar multiple characters
- Dynamic extraction of parts of a text string

Assessment Test 1

Assessment Test 2

Assessment Test 3

Project 1: Reconstruct a Database

Section 2: Conditional Analysis to Gain Insight

- Simple and multiple conditions

- b. Logical conditions with AND & OR
- c. Counting values that meet conditions
- d. Summing values that meet conditions

 Assessment Test 4

 Project 2: Prepare Dynamic MIS Reporting

Section 3: Match and Lookup for Retrieving Information

- a. Finding the row and column number by lookup matching
- b. Looking up on a left lookup column
- c. Looking up horizontally
- d. Hiding errors returned by lookup functions
- e. Difference between Exact and Approximate match
- f. Looking up on a two-way matrix
- g. Filling all cells in a table in one attempt by Lookup

 Assessment Test 5

 Project 3: Database Preparation by Application of Approximate Match

Section 4: Conditional Formatting for Presenting Vivid Data

- a. Highlighting cells that meet criteria
- b. Top/Bottom Rule
- c. Colour Scale, Data Bar, and Icon Set
- d. Manage Rule
- e. Text Formula
- f. Custom Formatting
- g. Entering different types of data in the same cell

Section 5: Mastering Date and Time

- a. Series of Months
- b. Length of Service / Finding Age
- c. Finding a Deadline
- d. Finding the Number of Working Days

Section 6: Others

- a. Data Validation: Validation Criteria, Input Message and Alert Criteria
- b. Sorting: Data Sorting, Reshuffling Rows and Columns
- c. Making Formulas Error-Free
- d. Protecting Data

 Assessment Test 6

Section 7: Data Analysis by Pivot Table

- a. Discussion on Tables
- b. Creating a Pivot Table
- c. Different Features of Pivot Table
- d. Application of Slicer on Table
- e. Pivot Chart

Section 8: Data Visualization with Charts and Graphs

- a. Pivot Charts and Regular Charts
- b. Elements of Charts
- c. Formatting of Charts
- d. Purpose of Using Different Kinds of Charts
- e. Customization of Charts



Post-Assessment and Certificate: Certificate will be give after passing the post assessment