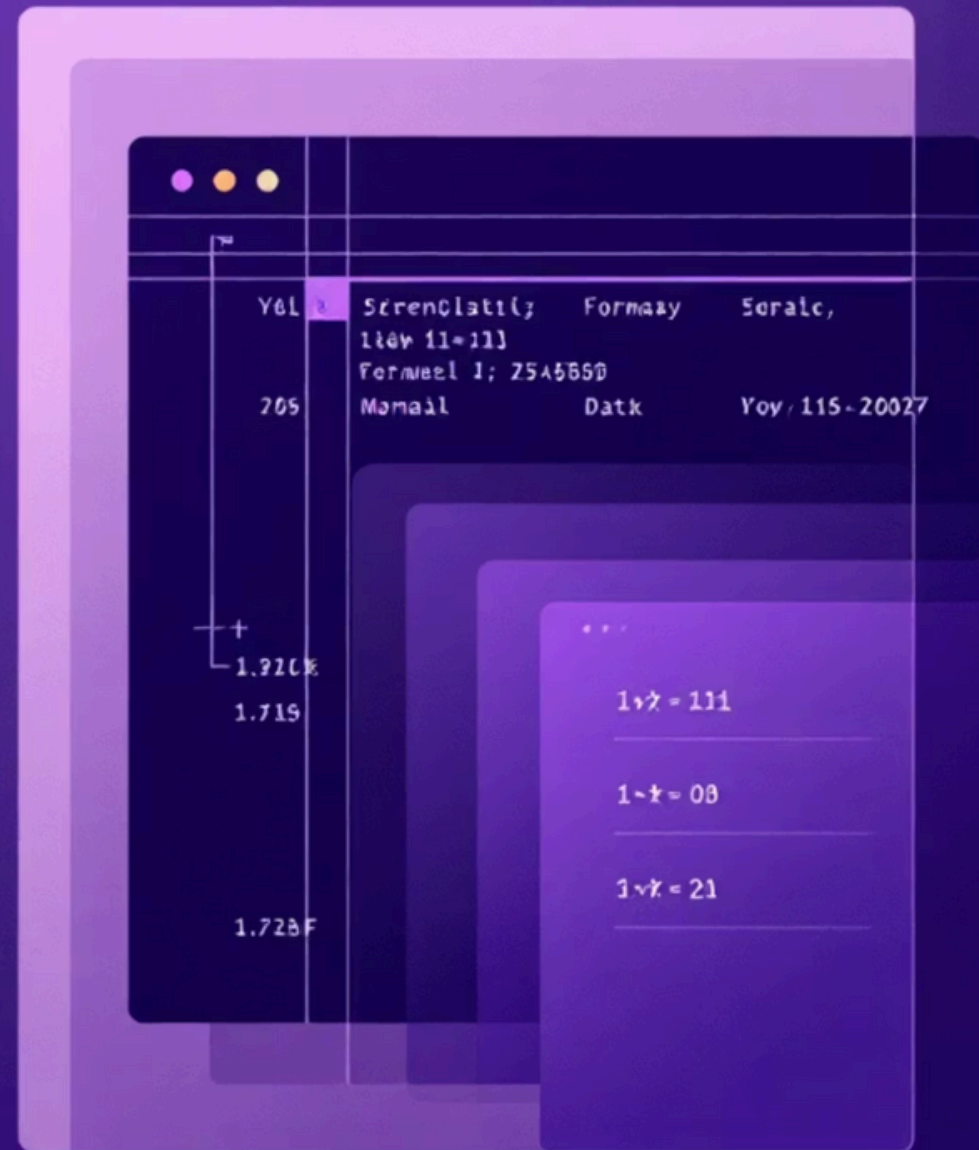




Advance Excel

Transform your data skills with comprehensive Excel training. From basic formulas to advanced analytics, master the tools that drive business decisions.

Excel Fundamentals



Excel Introduction

Understanding Excel's interface, basic navigation, and core concepts for spreadsheet management.

Basic vs Advanced

Key differences between simple calculations and complex data analysis capabilities.

Data Entry Mastery

Efficient techniques for entering, organizing, and validating data in spreadsheets.



Formula Foundations

Formula Application

Learn to apply Excel formulas effectively across worksheets for automated calculations and data processing.

- Basic arithmetic operations
- Cell referencing techniques
- Formula copying methods

Practical Examples

Real-world applications including salary sheets and financial calculations to demonstrate formula power.

- Payroll calculations
- Budget tracking
- Performance metrics

Advanced Formula Mastery

01

IF Formulas

Master conditional logic with multiple criteria and nested conditions for dynamic decision-making.

03

Report Card Creation

Practical application combining lookup functions for automated grade calculations.

02

VLOOKUP & HLOOKUP

Powerful lookup functions for data retrieval across tables and worksheets.

The Excel VLOOKUP

FORMULA

When you use the VLOOKUP function, you must enter the formula in the cell where you want the result to appear. The formula will look for the value you enter in the first column of the table array, and return the value in the cell in the same row, but in the column you specify.

DATA RANGE

The range of cells that you want to search for the value.

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AL	EB	TLOK N&P
1/1/20	1/1/20	1/1/20
2/1/20	2/1/20	2/1/20
3/1/20	3/1/20	3/1/20
4/1/20	4/1/20	4/1/20
5/1/20	5/1/20	5/1/20
6/1/20	6/1/20	6/1/20
7/1/20	7/1/20	7/1/20
8/1/20	8/1/20	8/1/20
9/1/20	9/1/20	9/1/20
10/1/20	10/1/20	10/1/20
11/1/20	11/1/20	11/1/20
12/1/20	12/1/20	12/1/20
13/1/20	13/1/20	13/1/20
14/1/20	14/1/20	14/1/20
15/1/20	15/1/20	15/1/20
16/1/20	16/1/20	16/1/20
17/1/20	17/1/20	17/1/20
18/1/20	18/1/20	18/1/20
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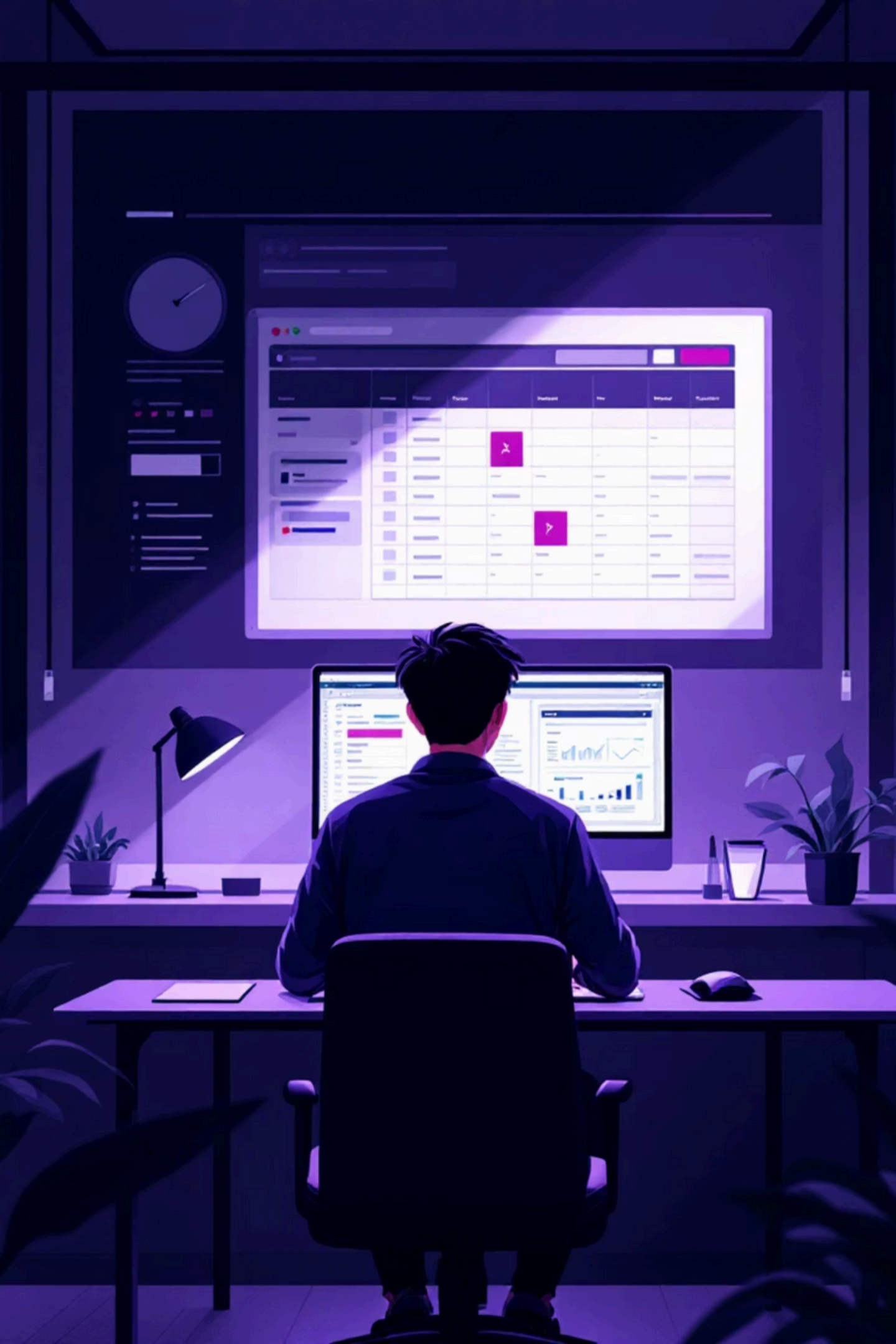
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Module Assessment

Knowledge Check

Comprehensive test covering introduction and advanced formulas to ensure mastery before progressing.



Excel Ribbons & Formatting



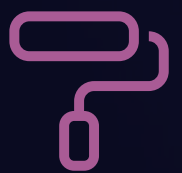
Home Ribbon

Essential formatting tools, font styles, and basic editing functions for professional spreadsheet appearance.



Table Formatting

Transform data into structured tables with sorting, filtering, and professional styling options.



Conditional Formatting

Highlight important data automatically based on values, trends, and custom rules.



Data Visualization & Analysis

Insert Ribbon Tools

Master row and column management with insertion, deletion, and advanced formatting techniques.

Pivot Tables

Transform raw data into meaningful insights with dynamic pivot tables and interactive charts.

1

Data Input

Raw spreadsheet data

2

Pivot Analysis

Summarized insights

3

Visual Reports

Charts and dashboards



Professional Presentation

1

Page Setup

Configure printing options, margins, and page orientation for professional output.

2

Print Optimization

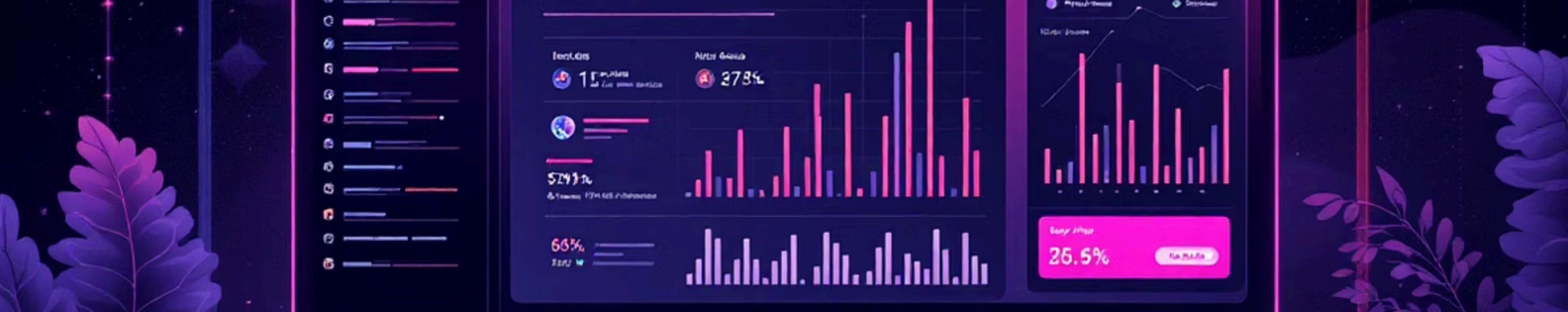
Set print titles, define print areas, and ensure consistent formatting across pages.

3

Formula Auditing

Debug formulas, trace precedents, and validate calculations for accuracy.





Advanced Data Management



Get & Transform

Import and clean data from multiple sources with Power Query tools.



Sort & Filter

Organize large datasets with advanced sorting and filtering capabilities.



Forecast Reports

Predict trends and create forecasting models for business planning.

Industry Project Showcase



Apply all learned skills in a comprehensive industry-standard project. Create professional dashboards, automated reports, and data analysis systems that demonstrate your Excel expertise.