**Microsoft Excel Basic to Advance Level**

**EXCEL INTRODUCTION**

**Excel Home Tab**

**Shortcut Keys**

**Paste Special**

**Arithmetical Function**

SUM

SUM IF

SUM IFS

COUNT

COUNT A

COUNT IF

COUNT IFS

AVG

AVG IF

AVG IFS

**Data Validation**

Data Validation (Numbers, Dates, Text length)

Arthmatical operation with including data validation.

**Lookups**

V LOOKUP

H LOOKUP

MATCH

INDEX

V LOOKUP MATCH

V LOOKUP CHOOSE

V LOOKUP ARRAY

V LOOKUP WITH LIKE OPERATOR

MULTIPLE LOOKPS

**CONDITIONAL STATEMENT & LOGICAL OPERATORS**

Logical formulas I - IF, Nested Ifs

Logical formulas II - AND, OR with IF

Logical formulas III - more case studies

ISERROR, ISBLANK, ISNUMBER, ISTEXT, IFERROR

**Conditional Formatting**

Conditional Formatting I (Blanks, Errors, Values, Duplicates)

Conditional Formatting II (Formula-based)

Conditional Formatting III (Data Bars, Color Scales, Icon Sets)

**Data Cleansing functions**

Using CONCATENATE, & - to join data strings

Text-to-Columns – Delimited

Text-to-Columns - Fixed Width

Find & Replace – Advanced

UPPER, PROPER, LOWER, TRIM, T, N, REPT

LEFT-RIGHT-MID, LEN, SEARCH

SEARCH vs. FIND

REPLACE, SUBSTITUTE

**Pivot table**

Starting and Understanding Pivot Table Areas

Creating Yearly Quarterly and Monthly Reports

Refreshing Pivot Table

Using Interactive Slicer and Timeline

Comparing Yearly Data with Pivot

Creating Dynamic Dashboard with Pivot Table

Creating Interactive Dashboard with Charts

**Date & TIME Functions**

EXPORT DATA

SUB TOTAL

CONSOLIDATE

TEXT TO COLUMN- Delimited, Fixed width

GROUP

UN GROUP

FREEZE

UN FREEZE

PROTECT SHEET

SHARE WORKBOOK

PROTECT WORKBOOK

REMOVE DUPLICATES

Rank

SUMPRODUCT, POWER, ROUND, MROUND

**Array Formulas**

Array Formula (CtrlShift Enter)

MAX IF and MIN IF with one condition

Array Formula using MAX() MIN() and IF() - 2 criteria

**Charts**

**Dash Boards**

**Excel Tasks**

**With Real Time Examples**

**Course Material**

**INTERVIEW QUESTIONS**