



Syllabus- Excel Complete Level (Basic, Intermediate, Advanced and Advanced Pro Level)

1. Excel Basic and Intermediate Options

1. Microsoft Excel Overview
2. Direct Keyboard Shortcut
3. Indirect and Quick Access Shortcut
4. Menu Overview
5. Enter and Edit Data
6. Cut Copy Paste & Paste Special
7. Go To
8. Format Cells
9. Formula Auditing
10. Hide, Unhide, Move, Copy, Color Sheet
11. Hyperlink
12. Comments and Note
13. Insert Shapes, Art, Smart Art, 3D Art, Screenshot
14. Printing Techniques
15. Window Features
16. Calculation
17. Absolute Cell References

2. Excel Basic and Intermediate Function

1. SUM

2. AVERAGE
3. COUNT
4. COUNTA
5. COUNTBLANK
6. EXACT
7. CONCATENATE
8. RIGHT, LEFT & MID Function
9. LEN & TRIM Function
10. LOWER, UPPER, PROPER
11. MAX, MIN, LARGE, SMALL
12. DATE, DAY, MONTH, YEAR, NOW, TODAY
13. ROUND AND ROUNDDOWN
14. SUBTOTAL
15. FIND AND SEARCH
16. REPLACE AND SUBSTITUTE
17. DATEDIF
18. TEXT and VALUE
19. COLUMN, COLUMNS, ROW, ROWS, ADDRESS
20. ISBLANK, ISTEXT, ISNONTTEXT, ISERROR, IFERROR
21. INDIRECT
22. HYPERLINK
23. WEEKNUM & NETWORKDAYS
24. UNIQUE
25. TEXTJOIN

3. Excel Advanced and Advanced Pro Functions

1. VLOOKUP Exact Match
2. VLOOKUP approximate Match
3. VLOOKUP with LEFT Search

4. VLOOKUP with Column
5. VLOOKUP with Define Name
6. VLOOKUP with VALUE and TEXT
7. VLOOKUP Beginning Search
8. VLOOKUP with End Search
9. VLOOKUP with Whole Cell Search
10. VLOOKUP IF Condition
11. VLOOKUP with MATCH Function
12. HLOOKUP
13. XLOOKUP
14. XLOOKUP Multiple Lookup Value
15. INDEX with Match
16. SUMIF
17. SUMIFS
18. COUNTIF and COUNTIFS
19. AVERAGEIF and AVERAGEIFS
20. IF Condition
21. Nested IF using OR and AND Function
22. IF Condition with Multiple Condition
23. IFERROR
24. OFFSET Function
25. CHOOSE
26. FILTER Function
27. SORT and SORTBY
28. Dropdown based on Selection

4. Excel Advanced and Advanced Pro Options

1. Define Name
2. Subtotal

3. Sort
4. Data Validation
5. Filter Options
6. Advanced Filter
7. Edit Links
8. Text to Column
9. Data Protection
10. Consolidation Options
11. Grouping and Ungrouping
12. Import Data from Access and Web
13. Conditional Formatting
14. Goal Seek
15. Scenarios Manager
16. Chart
17. Record Macro
18. Data Validation with INDIRECT Function
19. Data Validation Dropdown Search
20. Data Validation with FILTER, OFFSET, INDEX, SUMIFS
21. How to prepare MI report?

5. PivotTable

1. PivotTable Basic
2. PivotTable Options, Grouping, Expand and Collapse
3. PivotTable Slicer
4. PivotTable Refresh, Change Source, Action and Calculation
5. PivotTable Chart and Dashboard
6. PivotTable Options
7. PivotTable Other options
8. PivotTable Dashboard Using Slicer New

6. Power Query & Power Pivot

1. Power Query - Consolidation Data from multiple sheets
2. Power Query - Consolidation Multiple Workbook - Table
3. Power Query Consolidation Multiple Workbook - Data
4. Power Pivot