

Contact: Mobile +91 9704863669 / Email: teja.kittu@gmail.com / Skype (krishna.teja201)

1. Basics of MS Excel
 - a. Locking of cells
 - b. Arithmetic formulas – SUM, AVERAGE, SUMPRODUCT, MAX, MIN
 - c. Using of IF formula, COUNTIF(S), SUMIF(S)
 - d. SMALL, LARGE Formula
 - e. Lookup formula – VLOOKUP, HLOOKUP, INDEX-MATCH
 - f. OFFSET formula
 - g. Using of Paste, Paste special
 - h. Named Ranges
 - i. Debugging of formulae
 - j. Condition formatting
 - k. Selecting data for charts
 - l. Formatting of Charts
 - m. Pivot table – basics

2. Advanced excel
 - a. Dynamic Ranges
 - b. Array formulae
 - c. Data validation
 - d. Extracting data from other sources
 - e. Text formulae
 - f. Pivot tables – advanced

3. Building dashboards

4. VBA – Introduction
 - a. Recording macros
 - b. Writing a macro
 - c. Editing macros
 - d. Worksheet functions

5. VBA in-depth discussion
 - a. Form controls using VBA
 - b. User defined function
 - c. Operating external MS Office files using macro

Bonus:

1. Data analysis using Excel
 - a. Weighted averages
 - b. Trend analysis
 - c. Forecasting

I can help you in solving in building dashboards and perform data analysis for your projects