



# INDEED INSPIRING INFOTECH



Learning & Development Company

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# Advance Excel Workshop

- **Relational Database Concepts**

Participants will gain proficiency in utilizing complex Excel functions such as VLOOKUP, HLOOKUP, INDEX, MATCH, SUMIFS, COUNTIFS, and more. They will be able to use these functions to manipulate and analyze data effectively.

- **Data Analysis and Visualization**

Participants will learn advanced techniques for data analysis, including sorting, filtering, and pivot tables. They will also explore data visualization through creating charts, graphs, and dashboards to present information in a clear and visually appealing manner.

- **Automation and Macros**

Participants will acquire the skills to automate repetitive tasks in Excel using macros and Visual Basic for Applications (VBA). They will learn how to record, edit, and execute macros to save time and increase efficiency in their spreadsheet workflows.

- **Advanced Data Validation**

Participants will understand and implement advanced data validation techniques such as drop-down lists, conditional formatting, and custom validation rules. They will be able to create error-checking mechanisms to ensure data integrity and consistency.

# LEARNING OUTCOMES

- **Collaboration and Data Sharing**

Participants will learn how to collaborate with others on Excel workbooks by using features like track changes, comments, and protecting sheets. They will also explore methods for sharing and distributing Excel data with colleagues, clients, and stakeholders.



- **Creation of personalized templates.**
- **Knowledge on how to work with sparklines.**
- **Basic knowledge on how to create and manage scenarios**
- **Use of Goal Seek and Solver**
- **Creation, management, and formatting pivot tables and pivot charts**
- **Use of Excel mathematical functions**
- **Creation and writing knowledge on complex formulas**
- **Perform data lookups**
- **Creation and use IF statements**
- **Use of Excel's data functions**

- **Creation and use data validation rules**
- **Application of custom and prebuilt conditional formatting**
- **How to work with functions to manipulate strings of text and data**
- **Creation and use of macros**
- **Troubleshoot and audit formulas**
- **Creation of pivot tables and pivot charts**
- **Use of queries to import external data**
- **Import and clean data**
- **Troubleshoot errors**

- **What If Analysis**
  - Goal Seek
  - Scenario Analysis
  - Data Tables (PMT Function)
  - Solver Tool
- **Logical Functions**
  - If Function
  - How to Fix Errors - if error
  - Nested If
  - Complex if and or functions
- **Data Validation**
  - Number, Date & Time Validation
  - Text and List Validation
  - Custom validations based on formula for a cell
  - Dynamic Dropdown List Creation using Data Validation - Dependency List



- **Lookup Functions**
  - **Vlookup / HLookup**
  - **Index and Match**
  - **Creating Smooth User Interface Using Lookup**
  - **Nested VLookup**
  - **Reverse Lookup using Choose Function**
  - **Worksheet linking using Indirect**
  - **Vlookup with Helper Column**

- **Charts and slicers**
  - Various Charts i.e. Bar Charts / Pie Charts / Line Charts
  - Using SLICERS, Filter data with Slicers
  - Manage Primary and Secondary Axis
- **Excel Dashboard**
  - Planning a Dashboard
  - Adding Tables and Charts to Dashboard
  - Adding Dynamic Contents to Dashboard

- **Pivot Tables**
  - **Creating Simple Pivot Tables**
  - **Basic and Advanced Value Field Setting**
  - **Classic Pivot table**
  - **Choosing Field**
  - **Filtering Pivot Tables**
  - **Modifying PivotTable Data**
  - **Grouping based on numbers and Dates**
  - **Calculated Field & Calculated Items**
  - **Arrays Functions**
  - **What are the Array Formulas, Use of the Array Formulas?**

- **Pivot Tables**
  - Basic Examples of Arrays (Using ctrl+shift+enter)
  - Array with if, len and mid functions formulas
  - Array with Lookup functions
  - Advanced Use of formulas with Array
- **VBA Macro Introduction to VBA**
  - What Is VBA?
  - What Can You Do with VBA?
  - Recording a Macro
  - Procedure and functions in VBA

- **How to utilize LinkedIn and other platforms for getting higher visibility**
- **5 Datasets from different Domains**
  - Accounts
  - Human Resource
  - Sales and Marketing
  - Healthcare
  - Social Media

# CERTIFICATION

- **Certificate of Participation - to the participants**
- **Certificate of Appreciation - to the coordinators**
- **Certificate of Best Performance - to 5 candidates**





# REACH US AT

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