

# MICROSOFT EXCEL & VBA

Master Excel and VBA for  
Automation and Insights



## Diverse Tech Topics

- Microsoft Excel
- Advanced Excel
- Power Query
- SQL (Structured Query Language)
- VBA / Macros

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# Microsoft Excel & VBA

## PROGRAM HIGHLIGHTS

**01**

**Comprehensive Curriculum :** Covers Excel, formulas, VBA, automation, dashboards, and reporting for productivity.



**02**

**Learning Notes for Each Session :** Session wise notes provide structured summaries for quick review and retention.

**03**

**Advanced Concepts :** Gain expertise through interactive and practical learning sessions.



**04**

**Hands-on Projects :** Real-time projects on Excel, VBA, automation, dashboards, and reporting.

**05**

**Mock Interviews & Resume Preparation :** We conduct mock interviews, give feedback, and assist with resume preparation.

**06**

**1:1 Meeting with our Experts :** Get 1:1 career guidance, resume Preparation, and placement support.

**Your success is our commitment**



## INTRODUCTION TO EXCEL

- Short Keys
- Formatting (Applying Borders, Colors, and Font Styles)
- Conversion of Formats
- Merging and Wrapping the Text
- Conditional Formatting
- Format as Table
- Inserting and Deletion of Rows, Columns, and Sheets
- Row Height and Column Width Formula-Based
- Conditional Formatting

## TABLES, ILLUSTRATIONS & CHARTS

- Hide and Unhide of Rows, Columns, and Sheet Protecting Sheet and Workbook
- Move or Copy, Rename Sheet and Tab Color
- Filling Series of Numbers and Dates
- Sorting and Filtering
- Pivot Tables
- Usage of Formulas in Pivot Tables
- Inserting Pictures, Clip Art, Text Box, Shapes, and Smart Art
- Usage of Charts (Column, Pie, Bar, Line)
- Usage of Dynamic Ranges in Charts

## PROOFING, COMMENTS & CHANGES

- Inserting Hyperlinks
- Linking Sheets, Cells, Workbook, Range, and Mail
- Header-Footer, Word Art, and Signature Line
- Inserting Objects
- Protect Sheet
- Protect Workbook
- Hiding Formulas
- Sharing Workbook
- Track Changes (Highlight, Accept, and Reject Changes)
- Inserting and Editing Comments



## PAGE SETUP, SCALE TO FIT & ARRANGE

- Inserting Comments and Spell Check
- Freeze Panes (Rows and Columns)
- Save Workspace, Switch Windows, and Split Window
- Arranging the Window (Vertically and Horizontally)
- Page Layout, Gridlines, and Formula Bar
- Paper Margins, Gridlines, and Paper Size
- Page Breaks, Applying Background, and Print Titles Row
- Repeat at Top and Print Preview

## CONNECTIONS & DATA TOOLS

- Data Importing (From Access, Web and Text)
- Other Sources (SQL server and XML)
- Advance Sorting and Filtering
- Text to Columns
- Removing Duplicates
- Data Validation
- List box, Formula based restrictions
- Customization of error alert and input box
- Types of Alerts (Stop, Warning and Information)
- Highlighting the Invalid data

## DATA TOOLS & OUTLINE

- Data Consolidation
- Scenario Manager
- Goal Seek
- Data Table
- Group and Ungroup
- Adding subtotals to the list
- Defining name to the range
- Name manager editing
- Trace precedents/Trace Dependents
- Evaluate Formulas

## TEXT, ARITHMETICAL FUNCTIONS

- UPPER, LOWER, PROPER, LEN, LEFT, RIGHT, MID
- FIND, TRIM, CLEAN, CHAR, CODE
- CONCATENATE, SUBSTITUTE, EXACT, REPT
- REPLACE, SEARCH, VALUE and TEXT
- ABS, ROUND, SUM, SUMIF, SUMIFS, SUMPRODUCT, SUBTOTAL & RANDBETWEEN
- Activities based on the above functions

## DATE & TIME AND LOGICAL FUNCTIONS

- DATEDIF, DATE, TODAY, NOW, WEEKDAY, MONTH, YEAR, YEARFRAC, NETWORKDAYS, DAYS360, MINUTE, HOUR, SECOND, WEEKNUM, EDATE & EOMONTH
- IF, AND, OR, NOT, TRUE, FALSE, IFERROR and Nested Functions.
- Activities based on the above functions

## STATISTICAL & INFORMATION FUNCTIONS

- AVERAGE, AVERAGEIF, AVERAGEIFS, COUNT, COUNTA, COUNTBLANK, COUNTIF, COUNTIFS, LARGE, SMALL, MAX, MIN, RANK, ROWS, ROW, COLUMN and COLUMNS
- ISBLANK, ISERROR, ISNUMBER, ISTEXT and ISNA Activities based on the above functions

## LOOKUP & REFERENCES

- HLOOKUP, VLOOKUP, INDEX, MATCH, OFFSET, CHOOSE and INDIRECT
- VLOOKUP with MATCH, IFERROR, WILDCARD and CHOOSE
- Combination of Formulas
- Array Formulas
- VLOOKUP and COLUMN
- VLOOKUP with IF and VLOOKUP with AND Activities based on the above functions

## POWER QUERY

- Creating Front end Tables
- Data Cleansing (Replace, Trim, Clean, Split Columns, Merge Columns)
- Data Transformation (Pivot, Unpivot, Transpose, group by)
- Merge Queries
- Append Queries
- Creating the columns
- Applied Steps maintenance (Advanced Query Editor)

## ACTIVITIES

- SUM and CHOOSE
- Sorting the data using formula
- Multiple VLOOKUP
- Multiple INDEX
- Leave Tracker using conditional formatting
- Using Formula in conditional formatting to highlight second repeated value

## SUMMARIZING OF EXCEL

- Activities based on Real Time
- Scenario Summarizing of Excel



## SQL

## SQL

- Table Creation, Insert, Update, Delete data, Select
- Clause Operations (Where, Group by, Having, Order by)
- Operators (IN, LIKE, ISNULL, Union)
- Joins
- Sub Queries (Inner Query & Outer Query)
- Data Modeling using SQL
- Views Creation
- Analytical Functions (Rank, Dense Rank, Partition by)



## INTRODUCTION TO MACROS

- Introduction to Macros
- Introduction to VBA
- Importance of Developer Tab and VB Window Path to Get into VB Window
- Introduction to different windows in VB Enabling the Macros to run the program Macro workbook
- Saving introduction to cell reference

## INTRODUCTION TO PROPERTIES

- Introduction to object model
- Introduction to property and methods
- Importance of arguments
- Usage of different property and methods with cells
- Introduction to sheet reference
- Usage of different property and methods with sheets

## DECLARATION OF VARIABLES

- Introduction to workbook reference
- Usage of different property and methods with workbook
- Introduction to Variable Declaration
- Importance of Different Data Types
- Different Levels of Declaration of Variables
- Different Ways of Declaration of Variables

## LOOP STATEMENTS

- Introduction to Message Box
- Introduction to Input Box
- Introduction to Different Loop Statements
- FOR NEXTLOOP
- Activity of FOR NEXTLOOP



## CONDITIONAL STATEMENTS

- Introduction to Conditional Statement
- Introduction to Different Conditional Statements
- Activity on Different Conditional Statements
- Activity on Different Conditional Statements with LOOP

**GO TO COMMAND**

- Select Case Decision Structure
- Activity on Select Case Structure
- Introduction to GOTO Label Command
- Activity on GOTO Label Command

## LOOPS

- Introduction to TO\_DOLOOP
- DO\_WHILE LOOP
- Activity on DO\_WHILE LOOP
- DO\_UNTIL LOOP
- Activity on DO\_UNTIL LOOP
- Introduction to FOR EACH NEXT LOOP
- Usage of SET statement
- Activity on FOR EACH NEXT LOOP

**DATA SEGREGATION**

- Segregation of Data in Static Way
- Introduction to Rows Count and Columns Count
- Count Segregation of data in dynamic way



## USER DEFINED FUNCTIONS

- Introduction to USER DEFINED
- Function Activities on USER DEFINED
- Function Activity on File Browser

## RECORDING OF MACROS

- Record Macro
- Running a Macro
- Running a Macro from the Macros Dialog Box
- Creating a Short Key to Run Macro
- Running a Macro with a Short Key
- Assigning a Macro to a menu or tool bar
- Editing a Macro with VB

## FILE SYSTEM OBJECTS & FILE DIRECTORIES

- Designing and Creating Objects (Files, Folders)
- Performing Different Operations on Objects (Insert, Update, Delete)
- Looping the Objects

## ACTIVE DIRECTORY OBJECTS (ADO'S)

- Basic Active Directory Queries
- Working with Active Directory Objects
- Advanced Active Directory Queries
- Different Types of Connection Strings
- Working with Sql queries, joins
- Working with different sql and access db objects



## USER FORMS

- Designing and Creating Forms
- Working with Controls
- Creating Custom Dialog Boxes
- User Forms Properties, Methods, and Event

## ERROR HANDLING

- On Error Go to Zero
- On Error Go to Resume
- On Error Go to Label

## USER DEFINED FUNCTIONS

- UDF on Extracting Numbers
- UDF on Extracting Data
- UDF on Number to Word
- Segregation of data from one cell to different columns Real time activities

## ACTIVITIES

- Working on Dynamic Outlook Mails (Email Automation)
- Working on PPT Automation
- Working on Word Automation



# BUILD PROJECTS TO SHOWCASE YOUR SKILLS

## CAPSTONE PROJECTS

### Automated Leave Tracker in Excel

01

Design and implement a comprehensive leave tracker in Excel using formulas, conditional formatting, and VBA macros. Automate balance updates, track employee leave patterns, and ensure accurate, real-time visibility into leave management for effective workforce planning.



### Sales Dashboard with Pivot Tables



Develop an interactive sales performance dashboard in Excel using PivotTables, PivotCharts, and slicers. Gain real-time insights, track key metrics, and visualize trends to enhance decision-making and improve overall business performance effectively.

02

### Expense Management Tool with VBA

03

Create a dynamic personal or company expense tracker in Excel that categorizes expenses, generates detailed summaries, and automates reporting. Simplify financial management, monitor spending patterns, and ensure accurate insights for better budgeting and decision-making.



### Automated Report Generator



Leverage VBA in Excel to automate the generation of weekly and monthly reports with charts, tables, and formatting. Save time, reduce errors, and deliver professional, consistent insights for effective business reporting and analysis.

04

### Outlook Email Automation Project

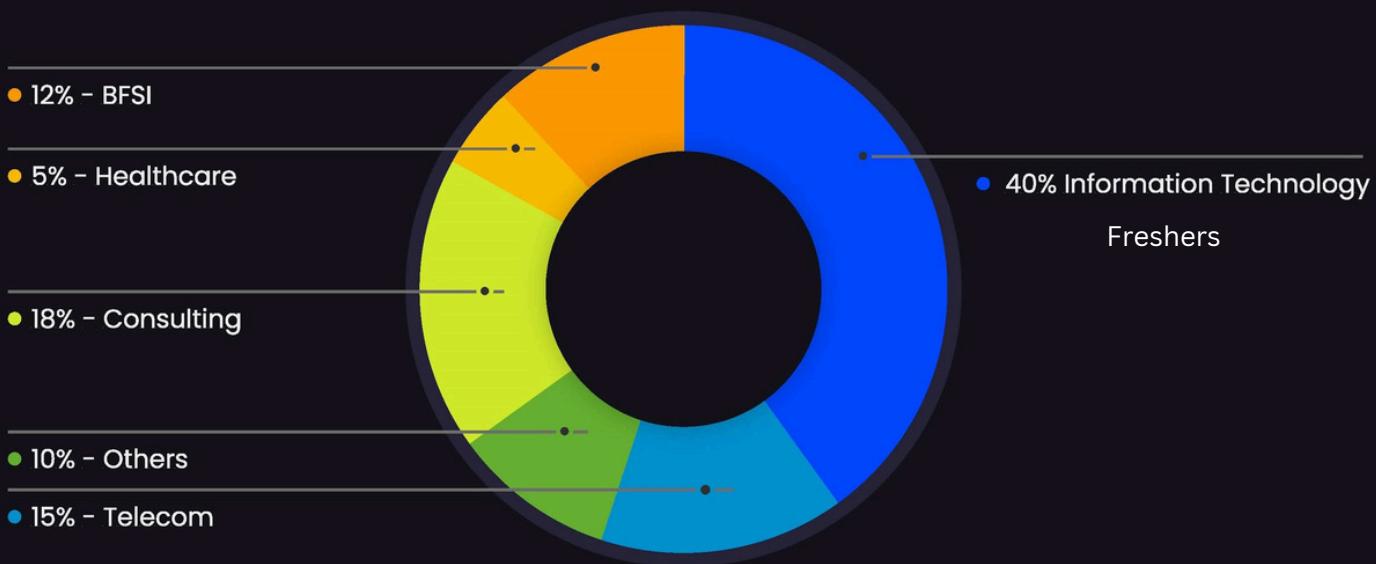
05

Develop VBA scripts in Excel to send automated emails with attachments, reports, or reminders directly. Streamline communication, improve efficiency, and ensure timely delivery of essential information without manual intervention.

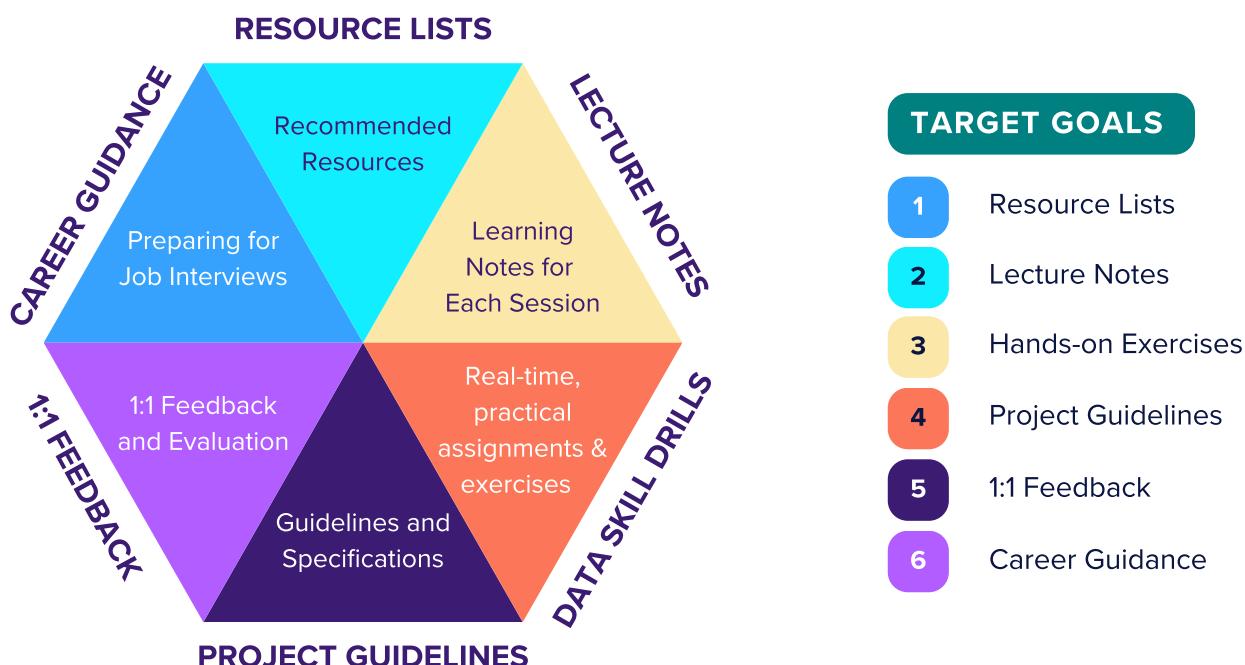


# Meet the **Batch**

## Industries Our Learners Come From



## WHAT YOU ACHIEVE



We are pioneers in providing trainings by certified Instructors who are highly qualified with decades of experience in the subject matter. Flair Technologies was expertise in providing quality Industry Oriented Training with Interview Preparation and Placement Assistance.

## GOALS ACHIVED

1

Expertise in Excel & VBA

2

Ready for Interview

3

Placement in MNC

# FLAIR TECHNOLOGIES

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FLALR TECHNOLOGIES was founded in 2014 With the mission to provide high quality software Trainings. Despite facing challenges due to full-time commitments, our enthusiasm for teaching never waned.

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