

**EXCEL MASTERCLASS**

	<b>Name :</b>		<b>Course : EXCEL MASTERCLASS</b>		<b>Mob No.:</b>	
	<b>IMS NO. :</b>	<b>Admission Date :</b>	<b>Start Date :</b>		<b>End Date :</b>	
<b>DATE</b>	<b>TOPICS NAME</b>		<b>DAYS REQUIRED</b>	<b>STUDENT SIGN</b>		<b>FACULTY SIGN</b>
	New Changes in Excel 2019 and the Concept of Spill Arrays					
	New XLookup Formula (VLookup Killer)					
	New FILTER Formula					
	New SORT & SORTBY Formula					
	New UNIQUE Formula					
	Combining ALL formulas (becoming a PRO)					
	MAX & MIN IFS					
	IFS					
	New RANDARRAY formula					
	Map Charts and Funnel Charts					
	New Stock Data Type (Import Stock Prices in Excel Easily Now) and New Geography Data Type					
	Formatting					
	Navigation Shortcuts (Format Painter, Insert Delete Rows & Columns, Autofill Data, Sorting)					
	Filtering (Text Based Filtering, Number Based Filtering, Date Based Filtering, Wildcards)					
	Custom Lists					
	Essentials Concepts (Absolute vs Relative Reference, Types of References, SUM Formula)					
	Logical Formulas					
	IF & IFS Formulas					
	Statistical Formulas					
	Lookup Formulas					
	Financial Formulas					
	SWITCH					
	Text Formulas					

**EXCEL MASTERCLASS**

	Date & Time Formulas			
	Common Errors & How to Solve Them			
	Types of Column & Bar Charts			
	Heat Maps			
	Combo Chart and Sparkline			
	Dynamic Charts			
	Highlight Points in Time, Highlight Min & Max			
	<b>EXCEL PIVOT TABLE</b>			
	Pivot Table – Need & Benefits			
	Importance of Tables (Not Pivot Table)			
	Introduction to the Source Data			
	Understanding the Field List (Engine)			
	Clear, Select & Move Functions			
	Refreshing your Pivot Table			
	Number Formatting in Pivot Table			
	Conditional Formatting in Pivot Table			
	Sorting in Pivot Table			
	Filtering in Pivot Table			
	Grouping in Pivot Table			
	Pivot Table Layouts			
	Table Styles & Other Important Options			
	Summarize Values By			
	Calculated Fields			
	Pivot Charts			
	Slicers			
	Timelines			
	Excel Tips & Tricks			
	<b>Exam</b>			