

MS Excel Basic to Professional Master Course

Excel Mastery - Session # 01

Session Overview: Introduction to Excel Essentials

This session is designed to help you get started with Microsoft Excel by covering key features and essential functions, from basic operations to customization for improved efficiency.

GETTING STARTED WITH EXCEL:

- **TRAINY IT 1:** How to Open MS Excel by Shortcut
- **TRAINY IT 2:** Excel Interface – A Walkthrough of the Layout

CUSTOMIZING YOUR WORKSPACE:

- **TRAINY IT 3:** Customize Quick Access Toolbar – Make tools easily accessible
- **TRAINY IT 4:** Tab Formatting – Organize and adjust tabs to your needs
- **TRAINY IT 5:** Font Formatting – Adjust font styles and sizes for clarity

WORKING WITH CELLS AND DATA:

- **TRAINY IT 6:** Cell Alignment & Formatting – Align your data properly
- **TRAINY IT 7:** Column & Row Formation – Add, resize, and remove rows and columns
- **TRAINY IT 8:** Sheet Formatting – Format your sheet for a professional look
- **TRAINY IT 9:** Number Formatting – Display numbers according to your requirements
- **TRAINY IT 10:** Rules of Entry – Ensure consistent data entry throughout your workbook
- **TRAINY IT 11:** Data Entry Form – Create and use a data entry form for efficient input

ADVANCED FEATURES AND FUNCTIONS:

- **TRAINY IT 12:** Using Camera – Capture and display data as images
- **TRAINY IT 13:** Kg/Pcs with Quantity – Work with quantity units and conversions
- **TRAINY IT 14:** Notes & Comments – Add additional notes to your cells
- **TRAINY IT 15:** Automatic Backup Files – Set up backups to safeguard your work
- **TRAINY IT 16:** Properties – Adjust file properties for better management
- **TRAINY IT 17:** Export – Export your workbook to different formats
- **TRAINY IT 18:** Publish – Share your Excel documents easily
- **TRAINY IT 19:** Signature with Text Box – Insert signatures or custom text boxes

CUSTOMIZATION AND DATA MANAGEMENT TOOLS:

- **TRAINY IT 20:** Create Custom List – Organize data by creating a custom list
- **TRAINY IT 21:** Normal Chart – Create a basic chart to visualize data

- Add Chart Element
- Quick Element
- Change Color
- Chart Style
- Switch/Row Column
- Select Data
- Change Type
- Move Chart
- Format
- Alternative Text
- Format Selection

EFFICIENT DATA HANDLING & PROTECTION:

- **TRAINY IT 22:** Paste Special – Control how you paste data
- **TRAINY IT 23:** Select Blank Cells – Manage blank cells in your data
- **TRAINY IT 24:** Ignore Hidden Rows & Columns when Copying – Copy only visible data
- **TRAINY IT 25:** Protect & Unprotect Sheet – Lock or unlock your worksheet for protection
- **TRAINY IT 26:** Hide (Formula) – Keep formulas hidden from view
- **TRAINY IT 27:** Protect & Unprotect Workbook – Protect the entire workbook from editing

PRINT AND LAYOUT SETTINGS:

- **TRAINY IT 28:** View Settings
 - Normal View
 - Page Layout View
 - Page Break Preview
- **TRAINY IT 29:** Header & Footer Setup
 - Page Number
 - Current Date
 - Current Time
 - File Path
 - File Name
 - Sheet Name
- **TRAINY IT 30:** Header & Footer Navigation – Navigate between headers and footers
- **TRAINY IT 31:** Watermark – Add watermarks to your sheet for branding or privacy
- **TRAINY IT 32:** Orientation – Adjust page orientation (portrait or landscape)

- **TRAINY IT 33:** Size – Change page size for printing
- **TRAINY IT 34:** Print Area – Define which area of the sheet to print
- **TRAINY IT 35:** Page Breaks – Manage how pages break when printing
- **TRAINY IT 36:** Print Title – Repeat headers or rows on each printed page
- **TRAINY IT 37:** Margins – Set up margins for your page

ADVANCED PRINTING & FREEZING PANES:

- **TRAINY IT 38:** Print Settings – Adjust print options for your document
- **TRAINY IT 39:** Page Setup – Configure settings before printing
- **TRAINY IT 40:** Freeze Panes – Keep headers visible as you scroll
- **TRAINY IT 41:** Find & Replace – Search and replace content across your sheet

This session will help you build a strong foundation for navigating and using Excel, with skills that will enhance your productivity and efficiency. Join us to learn the essentials that will take your Excel knowledge to the next level!

Excel Mastery - Session # 02

Session Overview: Advanced Formulas and Functions

In this session, we dive deeper into advanced referencing techniques and powerful summing, counting, and statistical functions to enhance your Excel skills.

ADVANCED REFERENCING TECHNIQUES:

- **TRAINY IT 44:** Relative Reference – Understand how Excel adjusts cell references automatically
- **TRAINY IT 45:** Absolute Reference – Lock references for consistency across formulas
- **TRAINY IT 46:** Row Reference – Work with row-specific references in formulas
- **TRAINY IT 47:** Column Reference – Apply column-specific references
- **TRAINY IT 48:** Mixed Reference – Combine relative and absolute references for flexible formulas
- **TRAINY IT 49:** Name Range & Manager – Create and manage named ranges for easier formula handling

ADVANCED SUMMING TECHNIQUES:

- **TRAINY IT 50:** Introduction to Sum – The basic SUM function and its usage
- **TRAINY IT 51:** Sum with Name Range – Using named ranges in the SUM function for clarity
- **TRAINY IT 52:** Multi Sheet Sum (3D SUM) – Perform summing across multiple sheets
- **TRAINY IT 53:** Zone Wise Sum (Dynamic Sum) – Summing based on specific data zones
- **TRAINY IT 54:** Circular Reference Sum – Handle circular references in summing calculations

- **TRAINY IT 55:** SUM with Kg/Pcs/Ltr – Perform summing with units like kilograms, pieces, or liters
- **TRAINY IT 56:** SUMIF – Summing based on specific conditions
- **TRAINY IT 57:** SUMIFS – Multi-condition summing for more complex calculations
- **TRAINY IT 58:** SUM + SUMIF with Multiple Criteria – Combine SUM and SUMIF for advanced filtering
- **TRAINY IT 59:** AVERAGE – Calculate the average of a range of data
- **TRAINY IT 60:** AVERAGEA – Average of data considering logical values and text

ADVANCED AVERAGING TECHNIQUES:

- **TRAINY IT 61:** AVERAGEIF – Average based on a specified condition
- **TRAINY IT 62:** AVERAGEIFS – Multi-condition averaging for precise data analysis

HOMEWORK:

- **TRAINY IT 63:** SUM + AVERAGEIF with Multiple Criteria – Apply combined SUM and AVERAGEIF formulas to data

COUNTING FUNCTIONS:

- **TRAINY IT 64:** COUNT – Count numbers in a data range
- **TRAINY IT 65:** COUNTA – Count non-empty cells (numbers, text, etc.)
- **TRAINY IT 66:** COUNTIF – Count cells based on a specific condition
- **TRAINY IT 67:** COUNTIFS – Multi-condition counting across multiple criteria
- **TRAINY IT 68:** COUNTBLANK – Count blank cells in a range

HOMEWORK:

- **TRAINY IT 69:** SUM + COUNTIF with Multiple Criteria – Combine SUM and COUNTIF to handle complex data

MULTIPLE COUNT FUNCTIONS:

- **TRAINY IT 70:** Multiple Count with COUNTIF – Use COUNTIF for counting specific data types across different ranges

MAX/MIN FUNCTIONS:

- **TRAINY IT 71:** MAX – Find the maximum value in a range
- **TRAINY IT 72:** MAXIF – Return the maximum value based on a condition
- **TRAINY IT 73:** MAXIFS – Find the maximum value based on multiple conditions
- **TRAINY IT 74:** MIN – Calculate the minimum value in a range
- **TRAINY IT 75:** MINIF – Return the minimum value based on a condition
- **TRAINY IT 76:** MINIFS – Find the minimum value based on multiple conditions

MAX/MIN FOR LOGICAL DATA:

- **TRAINY IT 77:** MAXA – Find the maximum value including logical values and text
- **TRAINY IT 78:** MINA – Find the minimum value considering logical values and text

This session will equip you with the advanced knowledge necessary to handle complex data tasks, from referencing techniques to sophisticated sum, count, and statistical functions. By the end, you'll be able to perform highly efficient and powerful calculations, making your data analysis faster and more accurate. Join us to master these essential Excel functions!

Excel Mastery- Session # 03

Session Overview: Advanced Data Validation and AI Integration

In this session, we'll delve into the essential tools for ensuring data integrity and consistency in Excel. Learn how to restrict data entry, create dynamic dropdowns, and leverage AI-based features to automate tasks and analyze data more efficiently.

DATA VALIDATION TECHNIQUES:

- **TRAINY IT 79:** Restriction of Text in Cell – Limit cell input to text only
- **TRAINY IT 80:** Restriction of Number in Cell – Restrict cell input to numeric values
- **TRAINY IT 81:** Restriction of Date in Cell – Limit data entry to valid date formats
- **TRAINY IT 82:** Restriction of Double Entry in Cell – Prevent duplicate data entry
- **TRAINY IT 83:** Text/Number Restriction – Apply constraints to allow only text or numeric values
- **TRAINY IT 84:** Restriction on Case Entry
 - **UPPER** – Automatically convert text to uppercase
 - **lower** – Force all text entries to lowercase
 - **Proper** – Capitalize the first letter of each word in a cell
- **TRAINY IT 85:** Input Message – Guide users on what data to enter with custom messages
- **TRAINY IT 86:** Error Alert – Display custom error messages when invalid data is entered
- **TRAINY IT 87:** Dropdown List – Create a list of predefined options for user selection
- **TRAINY IT 88:** Dependent on Dropdown – Make one dropdown list dependent on another

HYPERLINK FEATURES:

- **TRAINY IT 89:** Hyperlink Existing Sheet – Link to other sheets within the same workbook
- **TRAINY IT 90:** Link URL/Website – Insert URLs linking to external websites
- **TRAINY IT 91:** Hyperlink Screen Tips – Add helpful tooltips to your hyperlinks
- **TRAINY IT 92:** Edit Link – Modify or update existing hyperlinks
- **TRAINY IT 93:** Remove and Clean Link – Remove unnecessary or broken hyperlinks

AI FEATURES FOR AUTOMATION AND ENHANCED DATA MANAGEMENT:

- **TRAINY IT 94:** AI.ASK – Use AI to get instant insights or data suggestions

- **TRAINY IT 95:** AI.FILL – Automatically fill cells based on patterns detected in your data
- **TRAINY IT 96:** AI.EXTRACT – Extract key data from large datasets or documents with AI help
- **TRAINY IT 97:** AI.TRANSLATE – Translate text within your spreadsheet into multiple languages
- **TRAINY IT 98:** AI.TABLE – Automatically create tables from structured or unstructured data
- **TRAINY IT 99:** AI.FORMAT – Apply intelligent formatting to data based on context and type
- **TRAINY IT 100:** AI.LIST – Generate data lists based on patterns or keywords
- **TRAINY IT 101:** AI.CHOICE – Use AI to suggest best options based on your data inputs

IMPORTING EXTERNAL DATA:

- **TRAINY IT 102:** Import Txt File – Bring in data from plain text files for easy processing
- **TRAINY IT 103:** Import CSV File – Import CSV files for quick data integration
- **TRAINY IT 104:** Import PDF File – Extract and work with data from PDF documents
- **TRAINY IT 105:** Import Web Data – Fetch live data from websites directly into Excel
- **TRAINY IT 106:** Import XML File – Import XML files for structured data analysis
- **TRAINY IT 107:** Import JSON File – Easily import JSON data into your Excel spreadsheet
- **TRAINY IT 108:** Import Picture File – Import images and graphical data into your workbook

In this session, we'll cover a range of techniques from creating powerful data validation rules, dropdown lists, and hyperlinks to exploring the latest AI-powered features that enhance Excel's capabilities. You'll also learn how to import data from various file formats, streamlining your workflow and boosting productivity. Don't miss out on mastering these essential tools for efficient data management in Excel!

Excel Mastery - Session # 04

Session Overview: Exploring Advanced Excel Functions for Data Manipulation and Financial Analysis

In this session, we will explore key Excel functions that can significantly enhance your data analysis capabilities. You'll learn how to combine powerful functions like TEXTJOIN, SORT, FILTER, and financial functions to streamline your workflow and improve productivity.

TEXT FUNCTIONS:

- **TRAINY IT 109:** TEXTJOIN – Combine multiple text values into a single cell, using a delimiter of your choice
- **TRAINY IT 110:** TEXTSPLIT – Split text values into separate cells based on a delimiter
- **TRAINY IT 111:** UNIQUE
 - **ROW** – Extract unique values from rows

- **COLUMN** – Extract unique values from columns
 - **TRAINY IT 112:** One Time Place – A method to place data in a single cell once, without repetition
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SORTING AND FILTERING FUNCTIONS:

- **TRAINY IT 113:** SORT
 - **ROW** – Sort data by row
 - **COLUMN** – Sort data by column
 - **TRAINY IT 114:** FILTER
 - **Row** – Filter data based on row criteria
 - **Column** – Filter data based on column criteria
 - **TRAINY IT 115:** SORT + UNIQUE + FILTER
 - **ROW** – Combine sorting, filtering, and unique value extraction for rows
 - **COLUMN** – Apply the same to columns
 - **TRAINY IT 116:** SORT BY – Sort data based on specific criteria
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OFFSET AND CHOOSE FUNCTIONS:

- **TRAINY IT 117:** OFFSET Description – Learn the concept of dynamic data referencing with OFFSET
 - **TRAINY IT 118:** OFFSET – Use OFFSET to refer to a range of cells dynamically
 - **TRAINY IT 119:** CHOOSE Description – Understand how to use the CHOOSE function to return values from a list of options
 - **TRAINY IT 120:** CHOOSE – Use the CHOOSE function to return a specific value from multiple options
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FINANCIAL FUNCTIONS:

- **TRAINY IT 121:** PV (Present Value) – Calculate the present value of an investment based on expected future payments
- **TRAINY IT 122:** FV (Future Value) – Calculate the future value of an investment or series of cash flows
- **TRAINY IT 123:** Rate – Calculate the interest rate of an investment based on present value, future value, and payments
- **TRAINY IT 124:** PMT – Calculate the periodic payment for a loan or investment
- **TRAINY IT 125:** NPER – Determine the number of periods required for an investment or loan to reach a specified value

- **TRAINY IT 126:** IPMT – Calculate the interest payment for a loan or investment for a specific period
- **TRAINY IT 127:** PPMT – Calculate the principal payment for a loan or investment for a specific period
- **TRAINY IT 128:** CUMIPMT – Calculate the cumulative interest paid over a range of periods
- **TRAINY IT 129:** CUMPRINC – Calculate the cumulative principal paid over a range of periods

SUBTOTAL FUNCTIONS:

- **TRAINY IT 130:** SUBTOTAL – Calculate subtotal values for data, allowing for flexible analysis
- **TRAINY IT 131:** Nested SUBTOTAL – Use nested SUBTOTAL functions for more complex data aggregations
- **TRAINY IT 132:** SUBTOTAL Grouping & Ungrouping – Learn how to group data and apply SUBTOTAL to grouped sections

This session covers essential functions for working with data in Excel. Learn how to manipulate text, apply advanced sorting and filtering techniques, and master financial functions for in-depth analysis. Whether you need to summarize data with SUBTOTAL, perform dynamic referencing with OFFSET, or calculate complex financial scenarios with PV, PMT, and more, this session has you covered. Don't miss this opportunity to unlock the full potential of Excel for your data-driven tasks!

Excel Mastery - Session # 05

Session Overview: Unlocking the Power of Dates, Logical Functions, and Array Formulas in Excel

In this session, we will explore advanced functions in Excel that enable you to handle date calculations, logical expressions, and array formulas. These essential tools will streamline your workflows and improve your data analysis, making your Excel experience more powerful and efficient.

DATE AND TIME FUNCTIONS:

- **TRAINY IT 133:** WEEKNUM – Calculate the week number of a given date
- **TRAINY IT 134:** WEEKDAY – Return the day of the week for a specific date
- **TRAINY IT 135:** EOMONTH – Find the last day of the month, given a date
- **TRAINY IT 136:** EDATE – Calculate the date that is a specific number of months before or after a given date
- **TRAINY IT 137:** WORKDAY – Return the date that is a specific number of working days before or after a given date
- **TRAINY IT 138:** NETWORKDAYS – Calculate the number of working days between two dates

- **TRAINY IT 139:** DATEDIF – Calculate the difference between two dates in years, months, or days

LOGICAL FUNCTIONS:

- **TRAINY IT 140:** One to One – Learn how to apply the One-to-One relationship using logical functions
- **TRAINY IT 141:** One to Many (Array) – Handle logical relationships between one value and many values using arrays
- **TRAINY IT 142:** Many to Many (Array) – Learn how to apply logical functions to multiple arrays for comparison
- **TRAINY IT 143:** Nested IF (Result Sheet) – Use multiple IF statements within one formula to handle complex conditions
- **TRAINY IT 144:** IFS (Result Sheet) – Simplify complex conditions by using IFS instead of multiple nested IF statements
- **TRAINY IT 145:** SWITCH (Result Sheet) – Use SWITCH to evaluate an expression against multiple values, simplifying logic

CONDITIONAL FUNCTIONS:

- **TRAINY IT 146:** AND – Check if all conditions are true with the AND function
- **TRAINY IT 147:** OR – Check if any condition is true with the OR function
- **TRAINY IT 148:** AND + IF – Combine AND with IF to check multiple conditions and return a result
- **TRAINY IT 149:** OR + IF – Combine OR with IF to test multiple conditions for flexibility
- **TRAINY IT 150:** XOR – Use XOR to check if only one of two conditions is true
- **TRAINY IT 151:** IF + XOR – Combine IF and XOR to create more sophisticated conditional logic

This session equips you with advanced Excel functions for handling dates, logical conditions, and array operations. Learn how to calculate workdays, use nested IF statements, and leverage the power of logical functions such as AND, OR, and XOR. Whether you need to calculate the number of working days between dates or handle complex conditional statements, this session will give you the skills to solve challenging Excel problems efficiently.

Excel Mastery - Session # 06

Session Overview: Advanced Lookup and Reference Functions

In this session, we will dive deep into Excel's most powerful lookup and reference functions. From the classic VLOOKUP to the versatile XLOOKUP, and from INDEX/MATCH combinations to new functions like CHOOSECOLS and CHOOSEROWS, you will master how to search and retrieve data across different sheets and workbooks with ease and flexibility.

VERTICAL LOOKUP FUNCTIONS:

- **TRAINY IT 152:** Basic VLOOKUP – Learn how to use VLOOKUP to search for a value in a table and retrieve corresponding data.

- **TRAINY IT 153:** VLOOKUP From Other Sheet – Discover how to reference data from different sheets using VLOOKUP.
- **TRAINY IT 154:** VLOOKUP From Other Workbook – Understand how to perform lookups across different workbooks.
- **TRAINY IT 155:** Copy VLOOKUP – Learn how to copy VLOOKUP formulas across multiple cells efficiently.
- **TRAINY IT 156:** Advance VLOOKUP – Dive into advanced techniques with VLOOKUP to handle complex lookup scenarios.
- **TRAINY IT 157:** Double VLOOKUP / Nested VLOOKUP – Master how to nest multiple VLOOKUP functions for more refined data searches.
- **TRAINY IT 158:** IFERROR with VLOOKUP – Combine IFERROR with VLOOKUP to handle errors gracefully when a match is not found.

HORIZONTAL LOOKUP FUNCTIONS:

- **TRAINY IT 159:** Basic HLOOKUP – Use HLOOKUP to find data in horizontal ranges.
- **TRAINY IT 160:** HLOOKUP From Other Sheet – Learn how to pull data horizontally from other sheets.
- **TRAINY IT 161:** HLOOKUP From Other Workbook – Lookup data from a horizontal array in different workbooks.
- **TRAINY IT 162:** Copy HLOOKUP – Learn techniques for copying HLOOKUP formulas across cells.
- **TRAINY IT 163:** Advanced HLOOKUP – Master more complex HLOOKUP scenarios with different parameters.
- **TRAINY IT 164:** Double HLOOKUP / Nested HLOOKUP – Enhance your skills by using nested HLOOKUP functions.
- **TRAINY IT 165:** IFERROR with HLOOKUP – Combine HLOOKUP with IFERROR to improve the formula's reliability.

XLOOKUP FUNCTIONS:

- **TRAINY IT 166:** Vertical XLOOKUP – Learn how to use the new XLOOKUP function for vertical lookups with greater flexibility.
- **TRAINY IT 167:** Horizontal XLOOKUP – Understand how to use XLOOKUP for horizontal data lookup.
- **TRAINY IT 168:** Left XLOOKUP – Search for data to the left of the lookup value using XLOOKUP.
- **TRAINY IT 169:** Up XLOOKUP – Perform upward lookups with XLOOKUP for dynamic data retrieval.

DATABASE FUNCTIONS AND ARRAY REFERENCES:

- **TRAINY IT 170:** DGET – Extract a single value from a database based on criteria.
- **TRAINY IT 171:** CHOOSECOLS – Learn how to select specific columns from a range using CHOOSECOLS.

- **TRAINY IT 172:** CHOOSEROWS – Master how to choose specific rows from a range using CHOOSEROWS.

INDEX AND MATCH:

- **TRAINY IT 173:** INDEX Array – Use INDEX to return a value from an array.
- **TRAINY IT 174:** INDEX Reference – Understand how to reference cells with INDEX to fetch data.
- **TRAINY IT 175:** MATCH – Learn how to use the MATCH function to find the position of a value in a range.
- **TRAINY IT 176:** INDEX with MATCH – Combine INDEX and MATCH for more powerful and flexible lookups.
- **TRAINY IT 177:** INDEX with Double MATCH – Master the combination of INDEX and MATCH with double conditions for complex data retrieval.

This session focuses on mastering lookup and reference functions in Excel, covering both traditional methods like VLOOKUP and HLOOKUP, and the more advanced XLOOKUP. You will learn to apply these functions across multiple sheets, workbooks, and even use dynamic arrays to simplify complex lookups. Whether you are dealing with vertical, horizontal, or array-based data, this session will equip you with the tools to perform sophisticated data retrieval operations.

Excel Mastery - Session # 07

Session Overview: Data Visualization & Automation

In this session, we will explore advanced tools for data presentation, analysis, and automation. From creating visually impactful sparklines to automating tasks with macros, and using advanced formatting techniques, you will gain powerful techniques to enhance your Excel workflow.

Data Presentation:

- **TRAINY IT 178:** Table Format – Learn how to convert data into a table format for better organization and easy analysis.
- **TRAINY IT 179:** Line Sparkline – Create line sparklines to visualize trends within a range of data.
- **TRAINY IT 180:** Column Sparkline – Use column sparklines to show data in a visual column format.
- **TRAINY IT 181:** Win/Loss Sparkline – Create win/loss sparklines to display positive and negative trends clearly.

SCENARIO ANALYSIS & GOAL SEEK:

- **TRAINY IT 182:** Scenario Manager – Explore the Scenario Manager tool for modeling different business scenarios and analyzing outcomes.
- **TRAINY IT 183:** Goal Seek – Use Goal Seek to determine the necessary input value to achieve a desired outcome.

AUTOMATION AND MACROS:

- **TRAINY IT 184:** Record Macro – Learn how to record macros to automate repetitive tasks in Excel.
- **TRAINY IT 185:** Macro Automation – Go beyond recording; learn to modify and automate macros for more complex tasks.

DATA CONSOLIDATION AND CONDITIONAL FORMATTING:

- **TRAINY IT 186:** Data Consolidate – Combine data from multiple ranges and sheets for comprehensive analysis.
- **TRAINY IT 187:** Highlight Record Column & Row – Use conditional formatting to highlight entire rows or columns based on data criteria.
- **TRAINY IT 188:** Highlight Cell Rules (Operator) – Learn to highlight cells based on specific operators, such as greater than, less than, or between.
- **TRAINY IT 189:** Conditional Formatting with Cell Reference – Apply conditional formatting using cell references to create dynamic formatting rules.
- **TRAINY IT 190:** Format Row Based on Date – Format entire rows dynamically based on date values.
- **TRAINY IT 191:** Format Column Based on Month – Format columns according to the month of the year for better visibility and analysis.

This session covers key tools and techniques for enhancing data presentation and automation in Excel. From creating visually informative sparklines to using the Scenario Manager and Goal Seek for analysis, to automating repetitive tasks with macros, this session empowers you with the skills to present data effectively and optimize your Excel workflow. Learn advanced formatting techniques to make your data stand out and save time on manual tasks with automation.

Excel Mastery - Session # 08

Session Overview: - Mastering Pivot Tables and Data Analysis

In this session, we focus on mastering Pivot Tables to summarize, analyze, and present your data effectively. You'll also learn how to create dynamic Pivot Reports, integrate formulas, and use advanced features like Slicers, Timelines, and Charts. The session culminates with the introduction of Power Pivot concepts and Data Normalization for advanced data modeling. The session also includes a final quiz and exam to assess your skills based on Microsoft's guidelines.

PIVOT TABLE FUNDAMENTALS

- **TRAINY IT 192. Create Pivot Table**
 - Learn how to create a Pivot Table from raw data to analyze and summarize large datasets effectively.
 - Understand how to organize data into Rows, Columns, Values, and Filters for better insights.
- **TRAINY IT 193. Interface of Pivot Table**
 - Familiarize yourself with the Pivot Table interface, including the Field List, Ribbon, and the Pivot Table Layout options.

- Navigate through the Field Buttons to customize your reports.
- **TRAINY IT 194. Create Pivot Table Report**
 - Learn how to create a Pivot Table report that aggregates data to produce actionable insights.
 - Use filters and sorting to generate reports that suit your analysis needs.

ADVANCED PIVOT TABLE FEATURES

- **TRAINY IT 195. MIS Report**
 - Create Management Information Systems (MIS) reports using Pivot Tables for summarizing critical business metrics like sales, expenses, and profit.
- **TRAINY IT 196. Formulas in Pivot Table**
 - Learn how to apply formulas in Pivot Tables to perform advanced calculations, including sums, averages, and custom formulas.
- **TRAINY IT 197. Set Zero Value**
 - Learn how to display zero values in place of blanks or errors in your Pivot Table to make reports more consistent.

CUSTOMIZING PIVOT TABLE LAYOUT AND APPEARANCE

- **TRAINY IT 198. Show and Hide Grand Totals**
 - Learn how to show or hide grand totals in rows and columns for a cleaner report view.
- **TRAINY IT 199. Show and Hide Subtotal**
 - Customize subtotals to either show or hide them based on your reporting preferences.
- **TRAINY IT 200. Pivot Table Classic Layout**
 - Switch to the Classic Pivot Table Layout for a more traditional approach to data organization and manipulation.
- **TRAINY IT 201. Report Filter**
 - Use the Report Filter to allow users to filter the entire Pivot Table based on selected fields (e.g., filter by region, time, or category).

DYNAMIC PIVOT TABLES AND INTERACTIVE FEATURES

- **TRAINY IT 202. Grouping**
 - Group data within Pivot Tables to combine similar entries (e.g., grouping dates by months, quarters, or years).
- **TRAINY IT 203. Update Pivot Table**
 - Refresh and update your Pivot Table when new data is added, or existing data is changed.
- **TRAINY IT 204. Slicer**

- Add Slicers to your Pivot Tables for easy, interactive filtering and segmentation of data by categories.
- **TRAINY IT 205. Timeline**
 - Use Timelines to filter Pivot Table data based on time, such as filtering by year, quarter, or month.
- **TRAINY IT 206. Pivot Table Chart**
 - Learn how to create Pivot Charts to visualize Pivot Table data with various chart types like bar, line, or pie charts.

BUILDING A DASHBOARD WITH PIVOT TABLES

- **TRAINY IT 207. DASHBOARD**
 - Learn to build a comprehensive Dashboard using Pivot Tables, Pivot Charts, Slicers, and Timelines to create interactive and insightful data visualizations for decision-making.

By the end of this session, you will have gained advanced knowledge of Pivot Tables, allowing you to summarize and analyze data more effectively. You will also be equipped to create dynamic reports, dashboards, and apply advanced Excel formulas. The session will be wrapped up with a comprehensive quiz and final exam to test your mastery of the content.

BONUS SECTION: POWER QUERY AND DATA NORMALIZATION

- **TRAINY IT 208. Data Normalization 1NF (First Normal Form)**
 - Understand the basics of 1NF to ensure your data structure is atomic, i.e., each field contains a single, indivisible value.
 - **TRAINY IT 209. Data Normalization 2NF (Second Normal Form)**
 - Learn about 2NF, which eliminates partial dependencies, ensuring that non-key attributes depend on the entire primary key.
 - **TRAINY IT 210. Data Normalization 3NF (Third Normal Form)**
 - Understand 3NF and how to eliminate transitive dependencies, ensuring that non-key attributes depend only on the primary key.
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Final Assessments

- **Final Quiz: 150+ Quiz of Microsoft Standard**

Take a comprehensive quiz to test your understanding of Excel's features, focusing on Pivot Tables, formulas, charts, and more. This quiz adheres to Microsoft's Excel standard.
- **Final Exam: According to Microsoft's Guidelines**

Complete the final exam, which is designed to evaluate your proficiency in using Excel based on Microsoft's guidelines. The exam will assess all the topics covered in the course, including advanced features like Pivot Tables, Power Pivot, and dashboard creation.

