Excel Skills Summary - Tushar Kalra

This document summarizes the Excel skills and concepts learned and practiced by Tushar Kalra.

COUNTIF / COUNTIFS

  - Used for counting rows based on single or multiple conditions.

SUMIF / SUMIFS

  - Summing amounts based on single/multiple criteria (e.g., region, status).

VLOOKUP

  - Lookup values from a master table using a key (Product ID, Customer ID).

XLOOKUP

  - Advanced lookup function: can search left/right, safer than VLOOKUP.

  - Includes error handling (Not Found).

  - Used for multiple lookups: Category, GST, Rate.

Pivot Tables

  - Summarizing data by Region, Month, Status.

  - Region x Status, Month x Revenue examples.

Conditional Formatting (with AND + $)

  - Highlighting specific rows (West + Completed transactions).

  - Using absolute references ($) to lock rows/columns.

Mini Dashboard

- Pivot + Chart + Slicer combination for CEO-level view.

- Region vs Revenue (Column chart).

- Month-wise trend (Line chart).

- Status slicer for instant filtering.

Tattoo Lock:

Excel = Munim Seth ke khate ka fast-forward button.

Numbers nikalna (COUNTIFS/SUMIFS) + Data dhoondhna (XLOOKUP) + Report banana (Pivot/Chart) - sab ab control mein hai.