

Excel Topics: Basic to Expert Level

■ Excel Basics

- Excel Interface (Ribbon, Tabs, Quick Access Toolbar)
- Workbook vs Worksheet
- Rows, Columns, Cells
- Cell Referencing (Relative, Absolute, Mixed)
- Data Types (Text, Number, Date, Boolean)
- Entering & Editing Data
- Copy, Cut, Paste
- AutoFill & Flash Fill
- Basic Formatting (Font, Alignment, Number Format)
- Row & Column Resize
- Freeze Panes
- Save, Open, Close Files
- Print Setup & Page Layout

■ Excel Formulas & Functions (Intermediate – Part 1)

- Formula Basics (=, Operators)
- Mathematical Functions (SUM, AVERAGE, COUNT)
- Logical Functions (IF, AND, OR)
- Text Functions (LEFT, RIGHT, MID, LEN, TRIM)
- Date & Time Functions (TODAY, NOW, DATEDIF)
- Percentage & Rounding (ROUND, INT)
- Error Handling (IFERROR)
- Cell Referencing in Formulas

■ Data Handling & Visualization

- Sorting Data
- Filtering Data
- Conditional Formatting
- Data Validation (Drop-downs)
- Remove Duplicates
- Find & Replace
- Tables (Ctrl + T)
- Basic Charts (Column, Line, Pie, Bar)

■ Excel Intermediate – Advanced Functions

- Lookup Functions (VLOOKUP, HLOOKUP)
- XLOOKUP
- INDEX + MATCH
- CHOOSE
- Nested IF
- Statistical Functions (COUNTIF, SUMIF, AVERAGEIF)
- Multiple Criteria (COUNTIFS, SUMIFS)
- Text to Columns
- Named Ranges

■ Advanced Excel Concepts

- Pivot Tables
- Pivot Charts
- Slicers & Timelines
- Power Query (Import & Transform Data)
- Power Pivot & Data Model
- What-If Analysis
- Goal Seek
- Scenario Manager
- Solver

■ Excel Automation & Programming

- Macros
- VBA Basics
- VBA Variables & Data Types
- VBA Loops (For, Do While)
- VBA Conditional Statements
- User-Defined Functions (UDF)
- Forms & Controls
- Automating Reports

■ Excel for Data Analysis & Professionals

- Dashboard Creation
- Dynamic Charts
- Advanced Conditional Formatting
- Excel with Large Datasets
- Financial Functions (PMT, NPV, IRR)
- Excel for MIS Reporting
- Excel for Business Analysis
- Excel Best Practices & Optimization

■ Bonus / Expert Level

- Dynamic Array Functions (FILTER, SORT, UNIQUE)
- LET & LAMBDA
- Excel + Power BI Integration
- Excel Shortcuts & Productivity Tips
- Excel Interview Questions
- Real-World Case Studies