GlowLogics
SOLUTIONS
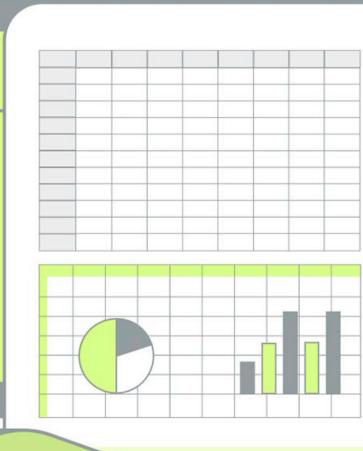
ADVANCED EXCEL
BROCHURE

About Glowlogics

Glowlogics is a **government-verified MSME and Startup India-recognized company offering ISO-certified internships. In partnership with Techfest IIT Bombay**, **E-Cell IIT Hydrabad** we are committed to fostering innovation and skill development, providing practical, industry-relevant expectation

Program Overview

Unlock the full potential of Microsoft Excel with our **Advanced Excel Training Program**. This course is designed for students, professionals, and job seekers who want to become proficient in handling data, automating tasks, and performing complex analysis. From dynamic dashboards to pivot tables and advanced formulas, you'll gain hands-on experience with real-time business datasets.

Highlights

✅ **Master Complex Functions – VLOOKUP, INDEX-MATCH, IFs, TEXT functions, and more**

✅ **Data Analysis & Visualization – Create interactive charts, dashboards, and pivot tables**

✅ **Automation with Macros – Introduction to VBA scripting for task automation**

✅ **Data Cleaning & Management** – Power Query, Data Validation, Conditional Formatting

✅ **Real-world Projects** – Apply your skills on live datasets and case studies

✅ **Interview Preparation** – Crack Excel-based assessments with confidence

✅ **Certification** – Industry-recognized certificate on successful completion

✅ **Mentorship** – Learn from experienced professionals in the field

✅ **Flexible Learning** – Weekend and weekday batches available

Curriculum Overview

Module 1: Introduction to Advanced Excel
Review of Excel basics (functions, formulas, shortcuts)
Introduction to Excel's advanced features and tools
Importance of Advanced Excel skills in various industries

Module 2: Advanced Formulas and Functions
Logical Functions: IF, AND, OR, IFERROR, SWITCH
Lookup and Reference Functions: VLOOKUP, HLOOKUP, INDEX-MATCH, XLOOKUP
Text Functions: CONCATENATE, TEXT, LEFT, RIGHT, MID, FIND, SEARCH
Date and Time Functions: DATE, EOMONTH, NETWORKDAYS, WORKDAY, TIME
Array Formulas: Using Array Functions (TRANSPOSE, SEQUENCE)
Conditional Functions: SUMIF, COUNTIF, AVERAGEIF, SUMIFS, COUNTIFS

Module 3: Data Validation, Auditing, and Protection
Data Validation (Custom Lists, Drop-downs, Data Restrictions)
Data Auditing (Trace Precedents/Dependents, Evaluate Formulas)
Protecting Worksheets and Workbooks (Password Protection, Cell Locking)
Conditional Formatting: Advanced Formatting Rules

Module 4: Data Analysis Tools
Sorting and Filtering Data
Advanced Filtering (Custom Filters, Filter by Color, Filter with Formulas)
Subtotals and Grouping Data
Data Tables: One-variable and Two-variable Data Tables
Scenario Manager and Goal Seek
What-If Analysis
Forecasting Techniques in Excel

Module 5: Pivot Tables and Pivot Charts
Creating and Formatting Pivot Tables
Customizing Pivot Table Layouts
Calculated Fields and Items in Pivot Tables
Grouping Data in Pivot Tables
Pivot Charts: Visualizing Pivot Table Data
Slicers and Timelines for Interactive Reporting
Creating Dashboards using Pivot TablesA

Module 6: Power Query and Power Pivot
Introduction to Power Query: Importing and Transforming Data
Data Cleaning and Shaping with Power Query
Merging and Appending Data
Introduction to Power Pivot: Building Data Models
Working with DAX (Data Analysis Expressions) in Power Pivot
Creating Relationships Between Tables in Power Pivot

Module 6: Power Query and Power Pivot
Introduction to Power Query: Importing and Transforming Data
Data Cleaning and Shaping with Power Query
Merging and Appending Data
Introduction to Power Pivot: Building Data Models
Working with DAX (Data Analysis Expressions) in Power Pivot
Creating Relationships Between Tables in Power Pivot

Module 7: Advanced Charting and Visualization
Creating Dynamic Charts (Interactive Charts, Combo Charts)
Using Sparklines for Data Visualization
Advanced Chart Techniques: Waterfall, Gantt, Thermometer Charts
Creating Custom Charts and Templates
Using Conditional Formatting in Charts

Module 8: Automation with Macros and VBA
Introduction to Macros: Recording, Editing, and Running Macros
Understanding VBA (Visual Basic for Applications)
Writing Simple VBA Code to Automate Tasks
Working with Variables, Loops, and Conditional Statements in VBA
Automating Repetitive Tasks with VBA
Debugging and Error Handling in VBA
Creating Custom Functions and User-Defined Forms

Module 9: Reporting and Dashboards
Creating Interactive Reports
Designing Dashboards for Data Presentation
Using Form Controls (Buttons, Checkboxes, Dropdowns) for
Interactivity
Linking Charts, Pivot Tables, and Data Visualizations
Best Practices for Data Presentation and Storytelling with Excel

Sample Projects

These are sample projects only. Unique capstone projects will be discussed in the live class

- **Sales Dashboard for an E-commerce Company**

- **Employee Attendance Tracker with Leave Management**

- **Financial Budget Planner for a Small Business**

- **HR Recruitment Tracker with Candidate Status Reports**

- **Inventory Management System for a Retail Store**

- **Customer Feedback Analysis using Pivot Tables & Charts**

- **Profit & Loss Statement with Dynamic Inputs**

Career Opportunities

Upon completing the Advanced Excel Certification Program, students will be equipped for roles such as:

- **Business Analyst**

- **Financial Analyst**

- **HR Analyst**

- **Operations Executive**

- **Market Research Analyst**

- **Project Coordinator**

- **Account Executive**

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Certificates

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CERTIFICATION OF INTERNSHIP

Congratulation,**SAMPLE NAME**

has successfully completed WEB DEVELOPMENT Internship at Glowlogics
Solutions in the month of 12 MAR 2025 to 09 MAY 2025
We appreciate [his/her/their] efforts and wish [him/her/them] success
in future endeavors.

Academic Head

Ministry of MSME. Govt. of India

#startupindia

ID : WD25-GL01-I009 Issue Date : 12 March 2025

#startupindia

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Ministry of MSME, Govt. of India

CERTIFICATE

OF COURSE COMPLETION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

SAMPLE NAME

has successfully completed Web Development certification with Grade A+ from Glowlogics Solutions
and has proven his/her competency with utmost dedication and promise

7 April 2025
Date

Academic Head

Certificate ID: WD25-GL01-C011

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Ready to take your career to the next level?

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