

Advanced Excel

(in 2 Hours)

Hour 1: Foundations of Advanced Functions

1. Minute 0-15: Explore Lookup Functions

- Learn **VLOOKUP** and **HLOOKUP** for searching within tables.
- Learn **LOOKUP** for data from tables.
- Understand the basics of **INDEX** and **MATCH** as alternatives.
- Practice examples to see how these functions interact.

2. Minute 16-30: Master Conditional Functions

- **ROUND, ROUNDDOWN, ROUNDDOWN** Ensure all calculations are rounded appropriately to avoid long decimal results.
- Work with **SUMIF, COUNTIF, and ERROR** for conditional base logic.
- Work with **IF, IFS, and IFERROR** for conditional logic.
- Work with **AND, OR, and NOT** for conditional logic.
- Discover how these functions enhance decision-making in formulas.

3. Minute 31-45: Dive Into Text Functions

- Use **TEXT, LEFT, RIGHT, and MID** for text manipulation.
- Get familiar with combining text using **CONCATENATE, CONCAT** or **TEXTJOIN**.
- Learn **TRIM, SEARCH** and **CLEAN** to tidy up messy text data.
- Learn **PROPER, UPPER** and **LOWER** to tidy up messy text data.

Hour 2: Data Analysis and Automation

4. Minute 46-60: Analyse Data with Pivot Tables

- Create a Pivot Table and understand its layout.
- Practice grouping, filtering, and calculating summaries within Pivot Tables.
- Learn about Pivot Charts for visualization.

5. Minute 61-75: Master Data Validation and Protection

- Set up **Data Validation** for user entry restrictions.
- **Dropdowns LIST and VALUES** Set up **dropdowns** for frequencies data, or selection information.
- Learn to secure your sheets using **Protect Sheet** and workbook options.

6. Minute 76-90: Loan Calculations

- In a loan sheet, there are several **base functions** in Excel that you can use to manage calculations, track payments, and analyze loan data. Here are some essential functions:
- **PMT (Payment Function)** Use this to calculate the monthly payment for a loan based on constant interest rates and constant payments.
- **IPMT (Interest Payment)** Calculate the interest portion of a specific payment in a loan.
- **PPMT (Principal Payment)** Find the principal amount of a specific payment in a loan.
- **FV (Future Value)** Calculate the future value of an investment or loan after all payments are made.

- **RATE (Interest Rate)** Determine the interest rate required to pay off a loan or achieve a target investment return.
- **NPER (Number of Periods)** Calculate the total number of payments needed to pay off a loan.

7. **Minute 91-120: Practice and Recap**

- Consolidate learnings by solving real-life scenarios.
- Work on combining multiple functions for complex tasks.
- Experiment with data sets to apply all your new skills.