

**ADVANCED**

# **EXCEL ROADMAP**



# TOPICS TO COVER IN ADVANCED EXCEL:



**Advanced Formulas**



**Data Analysis Tools**



**PivotTables and PivotCharts**



**Advanced Data Visualization**



**Power Query and Power Pivot**



**Macros and Automation**



**Advanced Functions and Array Formulas**



**Dashboard Creation**



**Automation and Integration**

# Advanced Level 1



Week 1-2

## Advanced Formulas

- Master IF, SUMIF, COUNTIF, and other logical functions.
- Learn INDEX-MATCH for flexible data retrieval.
- Explore complex formulas for financial, statistical, and text operations.

Type	Action	Shortcut	Type	Action	Shortcut
Cell	Format	Ctrl + 1	Cell	Calculate worksheet	F9
Ctrl + P	Print	Ctrl + P	Cell Format	Calculate active worksheet	Shift + F9
Ctrl + R	Format Selection	Ctrl + 1	Ctrl + F9	Force recalculate all	Ctrl + Shift + F9
Add, Subtract, Multiply, Divide	Ctrl + + - * /	Ctrl + =	Ctrl + G	Go To Special	F5 → All + s
Search & Replace	Ctrl + F	Ctrl + H	Find	Ctrl + F	Ctrl + F
Name Manager	Ctrl + F3	Ctrl + F3	Replace	Ctrl + H	Ctrl + H
New sheet	Ctrl + Shift + N	Ctrl + Shift + N	Delete / Insert Row / Column	Ctrl + - / Ctrl + +	Ctrl + - / Ctrl + +
Sort	Ctrl + A	Ctrl + A	Sort	Ctrl + L	Ctrl + L
Filter	Ctrl + Shift + L	Ctrl + Shift + L	Filter	Ctrl + Shift + L	Ctrl + Shift + L
In each cell	Ctrl + Shift + F	Ctrl + Shift + F	In each cell	Ctrl + Shift + F	Ctrl + Shift + F

Week 3-4  
Formulas Number

## Data Analysis Tools

- Understand the Data Analysis ToolPak and its functions.
- Solver for optimization problems.
- Perform what-if analysis and goal seeking.



## Week 5-6

### PivotTables and PivotCharts

- Create PivotTables for in-depth data analysis.
- Learn to generate PivotCharts for dynamic visualizations.
- Apply slicers and timelines for interactivity.

Type	Action	Shortcut	Type	Action	Shortcut
	Cell Format	Ctrl + 1		Calculate worksheet	F9
Copy & Paste	Format as %	Ctrl + %	Cell Format	Calculate active worksheet	Shift + F9
	Format as Number	Ctrl + 0		Force recalculate all	Ctrl + Alt + F9
	Add Autofilter	Ctrl + Shift + L (L)		Go To Special	F5 → Alt + s
Select & Navigate	Clear Filter	All → a → c	Filter	Find	Ctrl + f
	Show Dropdown List	Alt + Arrow down		Replace	Ctrl + h
	Hide Sheet	All → o → h → h		Delete/Insert Row/Column	Ctrl + - / Ctrl + +
Group &	Unhide Sheet	All → o → h → u	Worksheet	Open Data Validation	Alt + d + l (L)
Ungroup	Rename Sheet				Alt → n → v
In Cell	Insert new Worksheet	Alt + Shift + F1			F4 (not in Cell)
In each other					2

### Courses Offered by Tutor Academy

#### Data Science & Machine Learning



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#### Full Stack Data Science (AI & ML)



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# Advanced Level 2



Week 1-2

## Advanced Data Visualization

- Create complex charts like waterfall, radar, and Gantt charts.
- Customize chart elements (e.g., labels, axes, titles) extensively.
- Utilize Sparklines for mini-charts within cells.



Action  
Week 3-4

Shortcut

Ctrl + 1

Type

Cell Formula

Action

Calculate worksheet

Shortcut

F9



## Power Query and Power Pivot

- Master Power Query for data import and transformation.
- Build data models with Power Pivot.
- Create relationships between tables for advanced analysis.



# **Week 5-6**

# Macros and Automation

- Learn Visual Basic for Applications (VBA) basics.
  - Record and edit macros for repetitive tasks.
  - Explore the Excel Object Model for programmatic control.

Type	Action	Shortcut	Type	Action	Shortcut
	Cell Format	Ctrl + 1		Calculate worksheets	F9
Copy & Paste	Format as %	Ctrl + %	Cell Format	Calculate active worksheet	Shift + F9
	Format as Number	Ctrl + ,		Force recalculate all	Ctrl + Alt + F9
	Add Autofilter	Alt + Shift + D		Go To Special	F5 → Alt + S
Select & Navigate	Clear Filter	All → a → r	Filter	Find	Ctrl + F Ctrl + H

# Tutor Benefits

# 1:1 Mentorship from Industry experts



# **24x7 Live 1:1 Video based doubt support**



# Special support for foreign students



# Resume building & Mock Interview Preparations



# Advanced Level 3



Week 1-2

## Advanced Functions and Array Formulas

- Master array functions (e.g., SUMIFS, AVERAGEIFS).
- Utilize text manipulation functions for data cleansing.
- Explore array formulas for dynamic calculations.



Week 3-4

Shortcut

Ctrl + 1

Type

Action

Calculate worksheet

Shortcut

F9

Ctrl + Shift + F9

Cell Format

Calculate active selection

Shift + F9

Ctrl + Alt + F9

Force recalculation

Ctrl + Alt + F9

Ctrl + G

Go To Special

F5 → All + s

Ctrl + F

Find

Ctrl + F

Ctrl + H

Replace

Ctrl + H

## Dashboard Creation

- Build interactive dashboards with advanced charts and slicers.
- Use Excel's built-in form controls (e.g., combo boxes, option buttons).
- Create dynamic reports with PivotTables.



# **Week 5-6**

# Automation and Integration

- Develop custom Excel Add-Ins using VBA.
  - Automate data retrieval and reporting.
  - Integrate Excel with external data sources (e.g., databases, web APIs).

Type	Action	Shortcut	Type	Action	Shortcut
	Cell Format	Ctrl + 1		Calculate worksheets	F9
Copy & Paste	Format as %	Ctrl + %	Format	Calculate active worksheet	Shift + F9
	Format as Number	Ctrl + Shift + F1	Format	Force recalculate all	Ctrl + Alt + F9
	Add AutoFilter	Alt + Arrow down		Go To Special	F5 → Alt + s
Select & Navigate	Clear Filter	Alt + Arrow down		Replace	Ctrl + f
	Show Dropdown List	Alt + Arrow down		Delete/Insert Row/Column	Ctrl + - / Ctrl + +
Group & Ungroup	Hide Sheet	Alt → o → i → h		Open Data Validation	Alt + d + l ("L")
	<b>100%</b> Guaranteed Job Referrals	Alt → o → i → h → t	<b>250+</b> Hiring Partners	<b>2.1CR</b> Highest CTC	All → n → v

# Why Tutor Academy?

Best part about this academy is that before joining the program you can talk with the Data Scientist. They have projects from companies so you will work on Real-Time Projects and also got many job referrals from Tutort Academy & got a job as a Data Scientist at EY. Thank you Tutort Academy.



Mohit Agrawal



A circular profile picture of a young woman with long, dark, wavy hair. She is smiling broadly, showing her teeth. She appears to be wearing a light-colored top. The background is slightly blurred, showing what might be a room or a hallway.

Shailja Barsaiyan



I recently finished the Data Science & ML course from Tutort Academy and got placed at EY. It's an excellent choice for learning data science. The best part was that the course teaches everything from the beginning to advanced level. Thank you Tutort Academy for helping me achieve my goals!!

# Excel Mastery Strategy

- **Hands-On Practice:** Apply your Excel skills to real projects regularly to reinforce your learning.
- **Continuous Learning:** Stay updated with the latest Excel features and best practices through online resources and courses.
- **Specialization:** Focus on a specific Excel area or skill that aligns with your goals or interests.
- **Portfolio Building:** Create a portfolio of Excel projects to showcase your expertise when seeking opportunities.
- **Networking:** Connect with Excel professionals and engage in Excel communities for insights and collaboration.
- **Problem-Solving:** Use Excel as a problem-solving tool, breaking down challenges and leveraging your skills to find solutions.



**By combining this roadmap with a focused strategy, you can efficiently advance your Excel skills within three months and continue to excel in your Excel journey.**

**ALL THE BEST** 

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Phone  
+91-8712338901



E-mail  
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