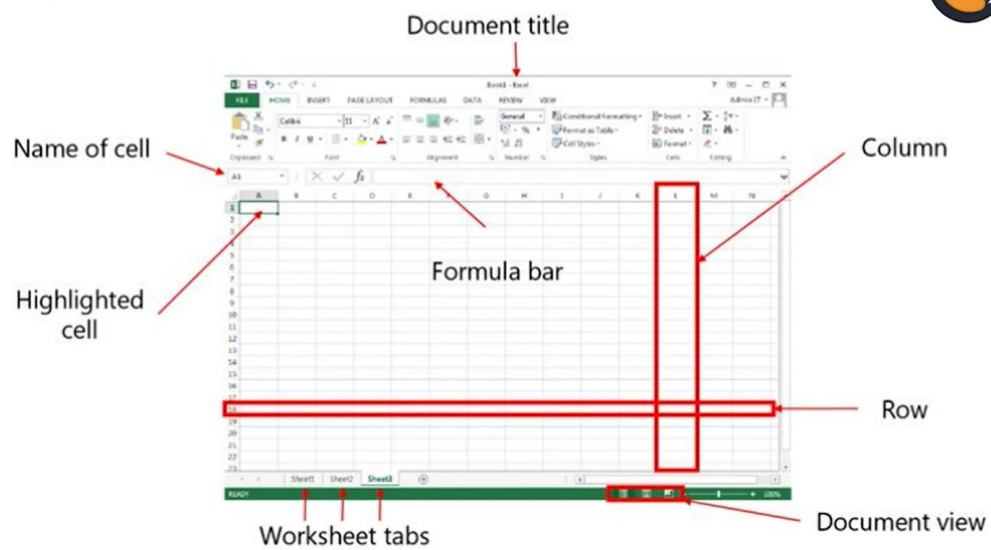


Advanced Excel



The screenshot shows the Microsoft Excel interface with the following data and annotations:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Sales	Cost																
2	150	120																
3	200	180																
4	250	210																
5	300	270																
6	350	310																
7	400	330																

Handwritten Annotations:

- Columns:** A bracket under columns A and B is labeled "Columns".
- Rows:** A bracket next to rows 2 through 7 is labeled "rows".
- Cell:** A box labeled "Cell" points to cell H4.
- Formula Bar:** The formula bar shows "=N3".
- Analysis:** The word "manipulation" is written, with "Analysis" and "Add" written below it.
- Row and Column References:** A diagram shows "H" (labeled "Col") and "4" (labeled "row") being combined to form "H4".

① Advanced Formulas and Functions



- SUM ✓
- AVERAGE ✓
- MAX ✓
- MIN ✓
- XLOOKUP ✓
- SUMPRODUCT ✓
- OFFSET ✓
- QUERY ✓

②

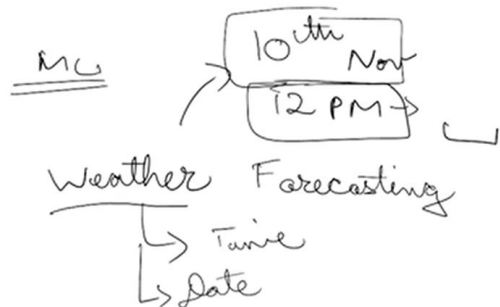
Data Cleaning and Preparation Techniques

- TRIM
- PROPER
- UPPER
- LOWER
- LEFT
- MID
- RIGHT
- CONCATENATE
- TEXTJOIN
- SPLIT
- IF
- IFERROR

③

Time and Date Manipulations

- DATE ✓
- DAY ✓
- EDATE ✓
- TODAY ✓
- NOW
- WEEKDAY
- HOUR

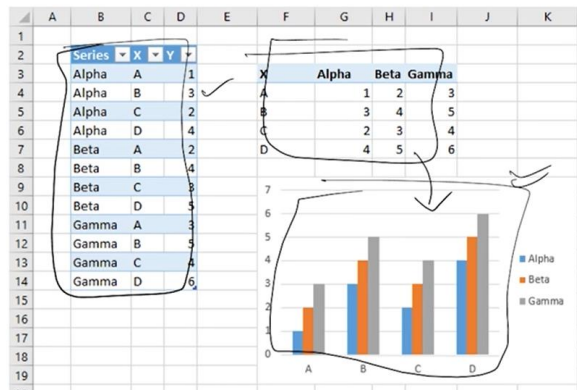
Time Series

Transform Your Data with PivotTables, PivotCharts & Power Query



- PivotTables ✓
- PivotCharts ✓
- Power Query ✓

↓ ↘ large datasets
DAX formulas



Excel Automation Basics: Introduction to Macros and VBA



- ✓ Introduction to Excel macros
- ✓ VBA for automation

→ Task Automation
→ w/o coding