**📘 Excel for Data Analyst – Full Topic List**

**🟢 Beginner Level (Days 1–2)**

👉 *Goal: Get comfortable with Excel's interface, formulas, and basic data handling*

* Excel interface (ribbons, cells, sheets)
* Data entry + navigation shortcuts
* Cell referencing: **Relative vs Absolute** (A1, $A$1, A$1)
* Formatting cells (number, currency, date, text)
* Sorting & filtering
* Basic formulas:
  + SUM()
  + AVERAGE()
  + MIN() / MAX()
  + COUNT() / COUNTA()
* Conditional formatting
* Remove duplicates

**🟡 Intermediate Level (Days 2–3)**

👉 *Goal: Learn data manipulation, analysis formulas, and charts*

* **Text functions**:
  + LEFT(), RIGHT(), MID()
  + LEN(), TRIM(), UPPER(), LOWER()
  + CONCATENATE() / TEXTJOIN()
* **Logic functions**:
  + IF(), AND(), OR(), IFERROR()
* **Lookup & Reference**:
  + VLOOKUP(), XLOOKUP() (or INDEX() + MATCH())
* **Date functions**:
  + TODAY(), NOW(), DATEDIF(), TEXT()
* Named ranges
* Data validation (dropdown lists)
* Charts:
  + Column, Line, Pie, Bar, Combo
  + Formatting + dynamic chart ranges

**🟠 Advanced Level (Day 3–4)**

👉 *Goal: Perform advanced analysis and summaries*

* **Pivot Tables**:
  + Creating + formatting
  + Filters, Slicers, Value Fields
  + Calculated Fields
* **Pivot Charts**
* **Dashboards**:
  + Interactive reports with slicers, dynamic ranges, charts
* Using Tables (Ctrl+T)
* Grouping & Subtotals
* Conditional formulas in Pivot Table
* Goal Seek / What-If Analysis / Scenario Manager

**🔵 Pro/Bonus (optional but valuable)**

👉 *Goal: Automate and optimize your Excel workflow*

* Power Query (for importing + cleaning data)
* Power Pivot (for large data model relationships)
* Macros (record simple automations)
* Connecting Excel to external sources (CSV, SQL)
* Dynamic Arrays:
  + UNIQUE(), FILTER(), SORT()
* LET() and LAMBDA() (for custom functions)

**✅ Suggested Projects You Can Do with Excel**

* Superstore Sales Summary Dashboard
* IPL Match Summary Table + Chart
* Budget Tracker with Conditional Formatting
* Employee Attendance Tracker
* Monthly Expense Pie Chart Dashboard