BRIGHT INFOTECH

Advance Excel Course Details

1. Advanced Formulas and Functions

- **Logical Functions**
  - IF, AND, OR, NOT
  - Nested IF Statements
- **Lookup and Reference Functions**
  - VLOOKUP, HLOOKUP, INDEX, MATCH
  - Using OFFSET and INDIRECT Functions
- **Statistical Functions**
  - AVERAGEIF, COUNTIF, SUMIF
  - Statistical Analysis with AVERAGEIFS, COUNTIFS, SUMIFS
- **Array Formulas**
  - Understanding Array Formulas
  - Examples of Array Formulas for Complex Calculations

2. Data Analysis Techniques

- **Advanced PivotTables**
  - Creating Calculated Fields and Items
  - Working with Multiple PivotTables
  - Using Power Pivot for Data Analysis
- **Advanced Charting**
  - Customizing Charts (Secondary Axis, Trendlines)
  - Dynamic Charts with Named Ranges
  - Using PivotCharts for Interactive Data Analysis
- **Data Analysis Tools**
  - Using Data Tables for Sensitivity Analysis
  - Scenario Manager for What-If Analysis
  - Solver Add-In for Optimization Problems

3. Data Cleansing and Transformation

- **Cleaning Data**
  - Removing Duplicates
  - Text-to-Columns for Data Splitting
  - Using TRIM, CLEAN, and other Text Functions
- **Data Validation**
  - Creating Dynamic Dropdown Lists

- Custom Error Alerts and Input Messages
- Using Data Validation with Formulas

4. Advanced Data Modeling

- **Introduction to Power Query**
  - Importing and Transforming Data with Power Query
  - Merging Queries and Append Operations
- **Introduction to Power BI**
  - Connecting Excel to Power BI
  - Creating Interactive Reports and Dashboards

5. Automation with Macros and VBA

- **Introduction to VBA (Visual Basic for Applications)**
  - Basics of VBA Programming
  - Writing and Debugging Macros
  - Using Excel Objects (Workbook, Worksheet, Range)
- **Advanced VBA Programming**
  - Working with User Forms
  - Creating Custom Functions (UDFs)
  - Automating Complex Tasks with VBA

6. Collaboration and Data Security

- **Advanced Data Protection**
  - Protecting Cells, Sheets, and Workbooks
  - Password Protecting Workbooks
- **Sharing and Collaboration**
  - Using SharePoint and OneDrive for Business
  - Co-authoring Workbooks in Real-Time

7. Excel Best Practices and Efficiency Tips

- **Performance Optimization**
  - Tips for Improving Workbook Performance
  - Managing Large Datasets
- **Excel Productivity Tips**
  - Advanced Keyboard Shortcuts
  - Customizing the Ribbon and Quick Access Toolbar
  - Using Templates for Efficiency

8. Real-World Applications and Projects

- **Case Studies and Practical Examples**
  - Financial Modeling and Analysis
  - Business Intelligence Reporting
  - Project Management Dashboards

- **Capstone Project**
  - Creating a Comprehensive Analysis Workbook
  - Integrating Advanced Techniques and Tools
  - Presenting Insights and Recommendations