

SUBJECT	ADVANCE EXCEL
TUTOR	VISHAL NANAWARE (DATA SCIENTIST)
TOTAL DU	40-45 DAYS

SR NO	Topic name	Duration	Assignments	Data
1	Excel Introduction	1st lecture		
	introduction of excel		YES	YES
	Home tab		YES	YES
	Short cut keys		YES	YES
2	Datatypes in excel	2nd & 3rd lecture		
	datatypes in excel and the differences		YES	YES
	various copy-paste option		YES	YES
	currency format		YES	YES
	format painter		YES	YES
	date format		YES	YES
	formatting cells		YES	YES
	filtering on text, number and color		YES	YES
	conditional formatting		YES	YES
	sorting options		YES	YES
3	Text functions	4th lecture		
	upper, lower,		YES	YES
	left, mid, right		YES	YES
	trim, len		YES	YES
	concatenate		YES	YES
	find, substitute		YES	YES
4	Date and time function	5th lecture		
	Today, now		YES	YES
	left, mid, right		YES	YES
	date, month, year		YES	YES
	date, dateif, dateadd		YES	YES
5	Logical function	6th to 7th lecture		
	If function		YES	YES
	how to fix error		YES	YES
	nested if		YES	YES
	complex if and or functions		YES	YES
6	mathematical function	8th and 9th lecture		
	sum, division, sumif, sumifs, countif, countifs, averageif, iferror, and, or, not		YES	YES

7	lookup functions	10th and 11th lecture		
	Vlookup/ Hlookup		YES	YES
	index and match		YES	YES
	nested vlookup		YES	YES
8	pivot tables	11th-12th lecture		
	Creating simple pivot tables		YES	YES
	classic pivot table		YES	YES
	filtering pivot table		YES	YES
	modifying pivot table data		YES	YES
9	Charts and slicers	12th lecture		
	various charts -Bar charts, pie charts, line charts		YES	YES
	Using slicers, filter data with slicers		YES	YES
10	Creating an invoice in excel	13th lecture		YES
11	Creating a Quatations	14th lecture		
12	creating a dashboard and explanation to public	15th lecture		

P.N. **Duration and sequence of topic may vary as per convinience**