

Excel & Adv. Excel Course



About QuickXpert Infotech

Best institute for IT training and placements for classroom and online training for students and corporates. We are an ISO certified institute and in the industry since 2014. Our strong training and placement team have helped thousands of students build their career.

Courses - JAVA, Dot Net, Software Testing, Web Development, Full Stack Development, MERN, MEAN, Oracle, Digital Marketing, Python, Data Analytics, Data Science & A.I., Cyber Security, Salesforce, Service Now, Tableau, Power BI, Excel, React, Angular etc.

Live Projects - MarriageKing, theVibrantBirdie, CRM etc

Corporate Trainings - GeBBS Healthcare, NVest Solutions, Infogix, PDG Software, GMV India etc.

Syllabus mentioned below.

Excel Analytics

Introduction

- Introduction.
- Office 365 Installation and Office Live.

Excel Interface

- Understand the Excel interface.
- Learn basic navigation and data entry.
- Workbook vs. Worksheet
- Ribbon, Tabs, and Menus
- Cells, Rows, Columns
- Name Box and Formula Bar
- Using the Go To command

Data Entry and Basic Formatting

- Entering text, numbers, and dates
- Editing cell contents
- Basic formatting (font, size, color, cell alignment)

Saving and Managing Workbooks

- Saving, opening, and closing workbooks
- Save As options (different formats)

Summary Functions

- SUM, AVERAGE, MIN, MAX, SUMIF, COUNTIF, AVERAGEIF, SUMIFS, COUNTIFS, AVERAGEIFS
- Using AutoSum

Cell Referencing

- Relative vs. Absolute References
- Mixed References

Sorting and Filtering Data

- Sorting by one or multiple columns
- Applying filters to display specific data

Tables

- Creating and formatting tables
- Table styles and features (Total Row, Header Row)

Data Validation

- Creating drop-down lists
- Setting data entry rules
- Conditional formatting using ifs function, greater than, lower than and equal between, colors, color scales, data bars & Icon sets

Advanced formulas and functions

- Logical Functions - IF, AND, OR, NOT
- Lookup Functions - VLOOKUP, VLOOKUP WITH MATCH FUNCTION, VLOOKUP WITH COLUMN & ROW FUNCTION, VLOOKUP WITH SEQUENCE FUNCTION, VLOOKUP WITH CURLY PARANTHESIS FUNCTION, VLOOKUP WITH SUMIF, SUMIFS, COUNTIF & COUNTIFS FUNCTIONS, VLOOKUP WITH MATCH FUNCTION, INDEX & MATCH, XLOOKUP, XLOOKUP WITH CONCATENATE FUNCTIONS
- Text Functions - CONCATENATE, LEFT, RIGHT, MID, LEN
- Date and Time Functions - TODAY, NOW, DATE, TIME, YEAR, MONTH, DAY, EOMONTH
- Office 365 function - Transpose, Textjoin, Sequence, Filter, Xlookup
- Vstack & Hstack
- Aggregate and many more
- Analyze data using built-in Excel tools

PivotTables

- What is a PivotTable?
- Creating PivotTable
 - Preparing your data
 - Inserting a PivotTable from various data sources
 - Understanding PivotTable Components
 - Rows, Columns, Values, and Filters areas
 - Field List and Field Settings
- Basic Operations

- Adding and arranging fields
 - Sorting and filtering data within PivotTables
 - Grouping data (by dates, numbers, etc.)
- Customizing PivotTables
 - Changing the layout and style
 - Using different PivotTable layouts (Compact, Outline, Tabular)
 - Formatting numbers and cells
- Calculations in PivotTables
 - Adding calculated fields and items
 - Using summary functions (SUM, COUNT, AVERAGE, etc.)
 - Showing values as percentages, differences, rankings
- PivotTable Options and Settings
 - Understanding PivotTable options
 - Refreshing data in PivotTables
 - Changing data source
- PivotCharts
 - Creating PivotCharts from PivotTables
 - Customizing and formatting PivotCharts
 - Understanding the relationship between PivotTables and PivotCharts
- Advanced Pivoting Techniques
 - Creating dynamic PivotTables with named ranges
 - Using Power Pivot to manage large data sets
 - Connecting PivotTables to external data sources
 - Create and customize advanced charts and graphs

Creating Charts

- Column, Bar, Line, Pie, and Combo charts
- Customizing chart elements (titles, axes, legends)
- Using Sparklines - Creating line, column, and win/loss sparklines
- Advanced Chart Techniques
 - Dynamic charts with named ranges
 - Using secondary axes

Macros and VBA (Task Automation) (as required)

- Introduction to Macros
 - Recording and running macros
 - Macro security settings
- Basics of VBA (Recording):
 - Starting with the recording Macros
 - Recording of Macros
 - Saving and running of Macros
 - Creating Custom Functions
 - Writing and using custom functions in VBA
 - Use Excel's collaborative and security features

Sharing and Collaboration

- Sharing workbooks
- Co-authoring and tracking changes
- Comments and notes

Protecting Data

- Worksheet and workbook protection
- Setting permissions

Excel Online and Mobile

- Using Excel in Office 365

Power Query

- Introduction
 - What is Power Query?
 - Importance and benefits of using Power Query
- Getting Started
 - Installing and accessing Power Query
 - Power Query interface and key components
- Connecting Data Sources
 - Types of data sources (Excel, databases, web, etc.)
 - How to connect to different data sources
- Data Import and Shaping
 - Loading data into Power Query
 - Basic data transformation (filtering, sorting, removing duplicates)
- Data Transformation
 - Using the Query Editor
 - Applying common transformations (merging, appending, splitting columns)

- Pivoting and unpivoting columns
 - Grouping data
- Data Cleaning
 - Handling missing values
 - Data type conversion
 - Text transformations (trim, clean, replace, etc.)
- Working with Functions
 - Using built-in functions
 - Creating custom functions
 - Parameters in Power Query
- Advanced Data Transformations
 - Merging queries
 - Append queries
 - Using conditional columns
 - Calculating and adding new columns
- **Scenario manager**
- **Dashboards (Project)**
 - What are dashboards
 - Getting data from different worksheets
 - Display data in various charts on same sheet etc.

Duration

- Weekdays (MTTF, Wed is off/practice break)
 - Option 1 – 1 month - 1.5 to 2 hrs/day
 - Option 2 – 2 to 3 weeks – 2 to 2.5 hrs/day
- Weekends (S S)
 - Option 1 – 1 to 1.5 months - 2 to 2.5 hrs/day
 - Option 2 – 3 weeks - 2.5 to 3 hrs/day

more info - <https://quickxpertinfotech.com/excel-course>

Note – We have kept this Excel course same whether you enroll in Excel (this course) or data analytics. Post-learning on this course you can enroll and upgrade to data analytics. Most recommended course after Excel is SQL which when combined together is an excellent combination which highlights your CV giving good advantage to you in Job market, making you ready for SQL, Excel, MIS and many other Job profiles. If it is still not clear, you can speak to our counsellors, and we will be happy to resolve your queries.

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