

# BASIC + ADVANCE EXCEL

(DATA ENTRY & DATA ANALYSIS)

## Basics of Excel (Data Entry etc)

- Workbook, Worksheet, Workspaces
- Row & Column Settings
- Calculation Basics in Excel
- References (Relative, Absolute, Mixed)
- Find & Replacing Data
- Header & Footer setting
- Auditing, Freeze Panes
- Autofill, Autocorrect, Autoformat
- Working with Charts
- **Excel Functions**
  - **Logical Functions:** (if, Nested if, AND, OR, NOT, XOR, False, True etc)
  - **Date and Time Functions:** (Date, Day, Now, Today, Month, Year, Time, Weekday etc)
  - **Information functions:** Cell, Error, Isnumber, Iseven, Istext, Type, etc.
  - **Data Base Functions:** (DSUM, DMAX, DMIN, DCOUNT, etc)
  - **Math & Trigonometry Functions:** (Rand, Round, MOD, SUMIF, LCM etc)
  - **Statistical Functions:** ( Average, COUNTIF, MAX, MIN, Count, Countblank, etc)

## DATA ANALYSIS IN EXCEL (ADVANCE EXCEL)

- If And Analysis, What if Analysis
- Goal Seek, Solver, Scenarios
- Naming Cell Range (Local and Global)
- Protecting sheet & workbook
- Importing and Exporting Data
- Grouping and Subtotal
- Macro (recording tool)/EDITING
- Customizing Sheet/Cells /Rows/Columns
- Customizing Excel Window
- **Sorting and Filtering** Data, Advance Filter
- Data Validation
- **Pivot Table, Pivot Chart**
- Consolidation of Sheets
- **H Lookup, V Lookup, X Lookup**
- RD CALCULATION
- Printing Worksheet, Custom List
- **Working with Excel CSV files**
- Making Excel to PDF file
- **# LIVE PROJECT WORK**
- **Creating Reports, Marks sheet etc**
- **Loan Sheet Preparation** (PPMT, IPMT, PMT)
- **ChatGPT for EXCEL (AI)**

Duration : 12-15 Classes X 2 Hrs  
1 Month Approx, Alternate Days

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