

ADVANCE EXCEL with AI

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, Power Query, Power Pivot**
- **Pivot Table, Pivot Chart (Projects)**
- **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 ON BULK DATA

- **Creating Reports with Bulk Data**
- **Loan Sheet Preparation (PPMT, IPMT, PMT)**
- **Use of AI (ChatGPT) to boost productivity**

Duration : 15 Classes X 2 Hrs (1 Month Approx X Alternate Days)

Major Application Areas: Human Resource Management, Database Administration, Finance & Accounting, **MIS and Data Analytics**, Banking Industry, **Business Analytics**, Operations Management, Back-Office Work, Inventory and Stock Management, Sales and Marketing

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