

# Basic To Advanced Excel, Excel MIS, Dashboard, Power Query and Google Sheet Curriculum

Sections	Contents
<b>Section 1(Microsoft Excel Fundamentals)</b>	❖ What is Spreadsheet?
	❖ Launching Excel
	❖ Excel Rows and Columns
	❖ Microsoft Excel Startup Screen
	❖ Customizing the Excel Quick Access Toolbar
	❖ Understanding the Structure of an Excel Workbook
	❖ Saving an Excel Document
	❖ Opening an Existing Excel Document
<b>Section 2(Entering and Editing Text and Formulas)</b>	❖ Entering Text to Create Spreadsheet Titles
	❖ Working with Numeric Data in Excel
	❖ Entering Date Values in Excel
	❖ Working with Cell References
	❖ Creating Basic Formulas in Excel (SUM)
	❖ Relative Versus Absolute Cell References in Formulas
	❖ Understanding the Order of Operation
<b>Section 3(Working with Basic Excel Functions)</b>	❖ The structure of an Excel Function
	❖ Ranged Formula Syntax
	❖ Simple Formula syntax
	❖ Writing Formula
	❖ Formula Auto Correct and Auto Calculate
	❖ Using the AutoSum Command
	❖ Excel's AutoSum Shortcut Key(Alt+M+U)
	❖ Working with the SUM() Function
	❖ Working with the MIN() and MAX() Functions
	❖ Working with the AVERAGE() Function
	❖ Working with the COUNT() Function
❖ Adjacent Cells Error in Excel Calculations	
<b>Section 4(Working with clipboard Group and Font Group)</b>	❖ Working with Copy, Cut and paste special Data
	❖ Working with format Painter single click or double click
	❖ Formatting font Formatting command
	❖ How to apply Borders and More Borders
	❖ Changing background color

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Sections	Contents
<b>Section 5(Formatting data by using alignment and number Group)</b>	❖ Applying alignments, orientation
	❖ Adjusting data by using Wrap Text
	❖ Formatting Data as Currency Values
	❖ Formatting Percentages
	❖ Applying different Date formats
	❖ Merging and Centering Cells
<b>Section 6 (Applying Different conditional Rules and Styles)</b>	❖ Highlight Cells Rules, Top/ Bottom Rules
	❖ Creating Data Bar, Color scales , Icon sets
	❖ Creating new Rule and Manage Rule
	❖ Working with Format as Table
	❖ Apply Different cell styles
	❖ Merging Cell Styles and create new styles
<b>Section 7(Working with cells Group from Home Tab)</b>	❖ Inserting Rows, Column, and cells
	❖ Inserting worksheet
	❖ Deleting Rows, Column and cells
	❖ Deleting worksheet
	❖ Increasing Row Hight and Column Width
	❖ Hide and unhide Rows and columns
	❖ Renaming and Moving , copying sheet
	❖ Protecting sheet by using password
❖ How to unlock specific cells	
<b>Section 8(Working with Editing Group)</b>	❖ Basic Function SUM, MIN,MAX,AVERAGE,COUNT)
	❖ Using fill Option
	❖ Using clear option
	❖ Working with sort and filter option
	❖ Using find and replace option
	❖ Go to Option
	❖ Special Go to Option
<b>Section 9 (Inserting Images and shapes into an Excel)</b>	❖ Inserting Images
	❖ Inserting Excel Shapes
	❖ Formatting Excel Shapes
	❖ Working with Excel SmartArt

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Sections	Contents
<b>Section 10(Working with Excel Templates)</b>	❖ I) Opening an Existing Template
	❖ II) Creating a Custom Template
	❖ III) Excel Template Quiz
<b>Section 11(Excel List Function)</b>	❖ I) Introduction to Excels Function: DSUM()
	❖ II) Excel DSUM Function Single Criteria Continued
	❖ III) Excel DSUM Function with OR Criteria
	❖ IV) Excel DSUM Function with AND Criteria
	❖ V) Excel Function: DAVERAGE()
	❖ VI) Excel Function: DCOUNT()
	❖ VII) Excel Function: SUBTOTAL()
	❖ VIII) List Function Quiz
<b>Section 12(Working Defined Names Group, Calculation and Formula Auditing)</b>	❖ Name Manager
	❖ Define Name
	❖ Use in Formula
	❖ Trace precedent
	❖ Trace Dependent
	❖ Evaluate Formula
	❖ Show Formulas
	❖ Watch Window
	❖ Calculation Sheet and Calculate Now
	❖ Calculation Option
	❖ II) Editing an Excel Name Range
<b>Section 13(Working with Excel Conditional Function)</b>	❖ III) Using Excel's IF() Function
	❖ IV) Excel's IF() Function with a Name Range
	❖ V) Nesting Functions with Excel
	❖ VI) Nesting Excels AND() Function within the IF() Function
	❖ VII) Using Excel's COUNTIF() Function
	❖ VIII) Using Excel's SUMIF() Function
	❖ IX) Using Excel's IFERROR() Function
<b>Section 14 (Working with Financial Function)</b>	❖ PMT,IPMT,PPMT Function
	❖ DB Function

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Sections	Contents
	❖ IRR Function
	❖ NPV Function
	❖ RATE Function
	❖ PV Function
	❖ RECEIVED Function
<b>Section 15 (Working with Text Function)</b>	❖ LOWER,UPPER,PROPER Function
	❖ CONCATENATE
	❖ TRIM
	❖ LEFT
	❖ RIGHT
	❖ MID
	❖ REPT
	❖ LEN
	❖ REPLACE& SUBSTITUTE
❖ FIND & SEARCH	
<b>Section 16 (Working with Logical Function)</b>	❖ AND Function
	❖ FALSE Function
	❖ IF Function
	❖ IFERROR Function
	❖ IFNA Function
	❖ NOT Function
	❖ OR Function
	❖ TRUE Function
<b>Section 17 (Working with Date and Time Function)</b>	❖ Today, Now Function
	❖ DAY, MONTH, YEAR Function
	❖ DATE, DATEDIF, DATEADD Function
	❖ EOMONTH, WEEKDAY Function
	❖ WEEKNUM Function
	❖ NETWORKDAYS Function
	❖ EDATE Function
	❖ DAYS360 Function
<b>Section 18 (Working with LOOKUP Function)</b>	❖ LOOKUP Function
	❖ XLOOKUP Function
	❖ VLOOKUP Function

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Sections	Contents
	❖ HLOOKUP Function
	❖ MATCH Function
	❖ INDEX Function
	❖ Nested LOOKUP Functions
<b>Section 19 (Working with Mathematical Function)</b>	❖ SUMIF Function
	❖ SUMPRODUCT
	❖ CEILING Function
	❖ FLOOR Function
	❖ MOD Function
	❖ ROUND Function
	❖ ROUNDUP Function
	❖ ROUNDDOWN Function
❖ SUBTOTAL Function	
<b>Section 20 (Working with Statistical Function)</b>	❖ MIN,MINA Function
	❖ MAX,MAXA Function
	❖ LARGE Function
	❖ COUNT,COUNTA, Function
	❖ CLOUNTBLANK Function
	❖ COUNTIF Function
	❖ AVERAGE Function
	❖ AVERAGEIF Function
	❖ MEDIAN Function
	❖ MODE Function
<b>Section 21(Working with Hyperlink option)</b>	❖ Existing file or web page
	❖ Place in this document
	❖ Create New Document
	❖ Email Address
<b>Section 22 (Working with Page Layout Tab)</b>	❖ Viewing your Document in Print Preview
	❖ Changing the Margins, Scaling and Orientation
	❖ Excel Worksheet Margins
	❖ Working with Page Layout View
	❖ Adding Header and Footer Content
	❖ Printing a Specific Range of Cells
	❖ Printing an Excel Worksheet Quiz

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Sections	Contents
<b>Section 23(Working with different Formulas)</b>	❖ How to make Marksheet
	❖ All types of grade formulae in marksheet
	❖ How to Calculate Simple Interest Formula
	❖ How to Calculate Compound Interest Formula
	❖ Price List (How to Calculate Discount)
<b>Section 24(Creating Basic Charts in Excel)</b>	❖ Creating an Excel Column Chart
	❖ Working with the Excel Chart Ribbon
	❖ Adding and Modifying Data on an Excel
	❖ Formatting an Excel Chart
	❖ Moving a Chart to another Worksheet
❖ Working with Excel Pie Charts	
<b>Section 25(Creating all types of Charts) Part 1</b>	❖ Column Chart
	❖ Line Chart
	❖ Pie Chart
	❖ Bar Chart
	❖ Area Chart
	❖ X Y Scatter Chart
	❖ Map Chart
❖ Stock Chart	
<b>Section 26( Chart Part 2)</b>	❖ Surface Chart
	❖ Radar Chart
	❖ Treemap Chart
	❖ Sunburst Chart
	❖ Histogram Chart
	❖ Box & Whisker Chart
	❖ Waterfall Chart
	❖ Funnel Chart
❖ Combo Chart	
<b>Section 27 MIS (Part 1)</b>	❖ Pivot Table Introduction
	❖ Pivot Table and Charts
	❖ Working with PivotTable Design Tab
	❖ Inserting slicer
	❖ Working with Slicer Tab

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Sections	Contents
<b>Section 28 MIS (Part 2)</b>	❖ Time In Pivot Table
	❖ Get Pivot Data in Excel
	❖ Pareto Chart in Excel
	❖ Infographic Chart in Excel
	❖ Trend Chart Using SUMIF Formula
	❖ MAP Chart using XY Scatter Chart
<b>Section 29 MIS (Part 3)</b>	❖ Key Performance Indicator in Excel
	❖ Chart With Hyperlink
	❖ Chart with Conditional Formatting
	❖ Create Bar Charts with Picture
	❖ Spedo Meter Chart in Excel 1-1
	❖ See Saw Comparison Chart 1-1
<b>Section 30 (Part 4)</b>	❖ Hyperlink with column and Pie Chart
	❖ Male Female Comparison Chart
	❖ Create Dynamic Month Dashboard on Days Wise Report
	❖ Sales Ranking Dashboard 1-1
	❖ Create Weekly Sales Dashboard Using List Box 1-1
	❖ Create Year Wise Report Using Vlookup, Match, Index 1-1
	❖ Create Dashboard Using VLOOKUP, INDEX, COUNTIF
<b>Section 31 (MIS Dashboard Projects)</b>	❖ Amazing Dashboard Project 1
	❖ Time Dashboard Project 2
	❖ Gantt Chart With Conditional Formatting
<b>Section 32 (Importing and Exporting Data)</b>	❖ Importing Data from Text Files
	❖ Importing Data from Microsoft Access
	❖ Importing Data from Picture
	❖ Importing Data from Table/Range
	❖ Importing Data from Web
<b>Section 33 (Working with Sort &amp;</b>	❖ Sorting data with Ascending and Descending

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Sections	Contents
<b>Filter Group)</b>	❖ Custom Sort
	❖ Filter data
	❖ Advanced Filter Data
	❖ Text to Columns Data
	❖ Flash Fill (Ctrl+ E)
	❖ Remove Duplicate
<b>Section 34 (Working Data Validation Rules)</b>	❖ Whole Number Rule
	❖ Decimal Number Rule
	❖ Creating List
	❖ Date Rule
	❖ Time Rule
	❖ Text length Rule
❖ Custom	
<b>Section 35 (Working with Summarize Data)</b>	❖ Consolidate
	❖ What If Analysis
	❖ Goal Seek
	❖ Data Table
	❖ Group Data
	❖ Ungroup Data
❖ Subtotal	
<b>Section 36 (Working with Review Tab)</b>	❖ Workbook Statistics
	❖ Spelling Check
	❖ Adding Comments
	❖ Protect Sheet
	❖ Protect Workbook
<b>Section 37 (Working with view Tab)</b>	❖ Different Workbook Views
	❖ Zoom Group
	❖ Window Group
	❖ Freeze Panes
	❖ Freeze Top Row
	❖ Freeze First Column
	❖ Hide and Unhide Workbook
❖ Switch Window	



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Sections	Contents
<b>Section 38 (Automating repetitive Task in Excel with Macros)</b>	❖ Understanding Excel Macros
	❖ Activating the Developer Tab in Excel
	❖ Creating a Macro with the Macro Recorder
	❖ Editing a Macro with VBA
	❖ Creating Buttons to Run Macros
<b>Section 39 (Working with Power Pivot)</b>	❖ Introduction of Power Pivot
	❖ Enable Power Pivot Add-in
	❖ Sample Files Overview
	❖ Create Data Model
	❖ Define Relationship
	❖ Calculations
	❖ Measures
<b>Section 40(Power Query Part 1)</b>	❖ Introduction and Installation
	❖ Create Connections with Excel Table 2
	❖ Create Connection with Text File and Access Database
	❖ Reconnect Data in Power Query
<b>Section 41(Power Query Part 2)</b>	❖ Create Pivot Table on Text File Data
	❖ Merge Multiple Sheets Using M-Language-1
	❖ Create Tables on Multiple Sheets
	❖ Close and Load to Explain - Home tab - Query Group
	❖ Home Tab - Manage Column And Rows Group -1
<b>Section 42 (Power Query Part 3)</b>	❖ Home Tab - Split Column into rows and columns
	❖ Power Query - Home Tab - Group by using Basic and Advance Option
	❖ Home Tab - Data type - Replace Values
	❖ Transform data Vertically
	❖ Combine 1000+Tables with 1 Function
<b>Section 43 (Power Query Part 4)</b>	❖ Alter options of Vlookup inside Powerquery
	❖ Multiple Columns Lookup-1

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Sections	Contents
	❖ Remove Weekends and Holidays
	❖ Calculate Age with simple Method
	❖ Calculate Task Timings
<b>Section 44(Power Query Part 5)</b>	❖ Add Column Date Options in Detail
	❖ Time and Duration Options in Details
	❖ Transform Raw Data - Real Job Query
	❖ Few Clicks To Get Trim, Proper case And Merge Data-1
<b>Section 45 (Power Query Part 6)</b>	❖ Merge Workbooks and Create Pivot-1
	❖ Merge Workbooks with File Name As Column-1
	❖ Raw Data to Pivot
	❖ Merge Vs Append (1)
	❖ Custom Calendar
<b>Google Sheet</b>	
<b>Section 46 (Google Sheet)</b>	❖ Introduction-1-1
	❖ Use of Functions-1
	❖ Inserting and Deleting Sheets, Navigating Sheets-1
	❖ Paint Format, Currency Format, %Age Formula
<b>Section 47</b>	❖ Enable Keyboard Shortcuts, Format Sheet
	❖ Hyperlink And Insert Comment
	❖ Share Sheets with Multiple People And Word Together
<b>Section 48</b>	❖ Insert Chart & Format Chart -1
	❖ Insert Chart & Format Chart - 2
	❖ Sort and Filter Options
	❖ Save Filter, Create Filter
	❖ Filter Formula
<b>Section 49</b>	❖ File Menu - Save Version History, Open Excel

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Sections	Contents
	File
	❖ File Menu - Publish file to web
	❖ Printing Tips
	❖ Edit Menu - Paste Special
	❖ Edit Menu - Find and Replace
<b>Section 50</b>	❖ View Menu - Freeze Panes
	❖ Insert Menu - Image, Rows, Columns-1
	❖ Insert Menu -Google Forms Link to Google Sheets-1
	❖ Insert Menu -Check Boxes - Create To do List
<b>Section 51</b>	❖ Format Tab - Conditional formatting, Number formatting
	❖ Data Menu - use of Slicers
	❖ Data Menu - Data Validation-1
	❖ Pivot Table - Create summarize reports
<b>Section 52</b>	❖ Add Named Ranges and apply formula
	❖ Google Protect Worksheet And Range-1
	❖ Spilt Text to Columns, Remove Duplicates
	❖ Macro Recordings
	❖ Accessibility Options
<b>Section 53</b>	❖ Mail Merge - Send Bluk Emails
	❖ formula use
	❖ Text Join and Concatenate formula
	❖ Google Translate formula
<b>Section 54</b>	❖ Vlookup And Hlookup In Google Sheet
	❖ Countif, Countifs, Sumif, Sumifs
	❖ Sumif, Sumifs Formula in Google sheet
	❖ CountUniqueIFS new formula
<b>Section 55</b>	❖ Sparklines Formula (BarColumnline Chart)
	❖ All IsFormula - (Isemail, IsNumber, Istext...)
	❖ Create QR Code using Formula
	❖ All useful Text Formulas

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Sections	Contents
	❖ All useful Number Formulas
	❖ Get Unique Record
<b>Section 56</b>	❖ Use of Query Formula - Remove Blanks
	❖ Import Data from Web
	❖ Merge Sheets Data
	❖ Merge Workbooks
	❖ Remove Blank rows tricks
<b>Section 57</b>	❖ Offset Formula Introduction
	❖ Real Use Of Offset Formula-1
	❖ Created Monthly Report Dashboard
	❖ Sequence And Rand Formulas
	❖ Unique Rank Formula
	❖ Send Auto Email - Add-Ons
<b>Section 58</b>	❖ Copy Down Formula Add-Ons
	❖ Query Formula
	❖ Query Formula
	❖ Query Formula
	❖ Project On Query Formula

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<b>Trainer Name</b>	<b>Sneha More</b>
<b>Experience</b>	<b>10 Years</b>
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<b>Course Duration</b>	<b>2 Months</b>
<b>Course Timing</b>	<b>Regular or Weekend</b>

- ❖ **You will Get Recordings of this Course for 2 Years**
- ❖ **You will Get all notes in PDF and Excel Practical Files.**
- ❖ **You can Repeat this Course 3 Times.**