

Core & Advance Excel with



➤ Introduction to Excel

- Basic Understanding Menu and Toolbar
- Introduction to different category of functions like Basics, Mathematical and Statistical, Text and Information, Date and Time, Logical, Lookup and References.

➤ Mathematical Functions:-

SUM | SUMIF | SUMIFS | COUNT | COUNTA | COUNTBLANK | COUNTIF | COUNTIFS
| AVERAGE | AVERAGEA | AVERAGEIF | AVERAGEIFS |
SUBTOTAL | AGGREGATE | RAND | RANDBETWEEN | ROUNDUP | ROUNDDOWN |
ROUND | SUMPRODUCT | MOD | SQRT | POWER | FACT | CONVERT | ROMAN

➤ Text Functions:-

CHAR | CLEAN | CODE | CONCATENATE | FIND | SEARCH | SUBSTITUTE | REPLACE |
LEN | RIGHT | LEFT | MID | LOWER | UPPER | PROPER | TEXT | TRIM | VALUE

➤ Date & Time Function:-

DATE | DAY | MONTH | YEAR | EDATE | EOMONTH | NETWORKDAYS | WORKDAY |
WEEKNUM | WEEKDAY | HOUR | MINUTE | SECOND | NOW | TODAY | TIME

➤ Logical Functions

AND | OR | IF | IFERROR | NOT | NESTED IF

➤ Lookup & Reference Functions:-

VLOOKUP | DOUBLE VLOOKUP | HLOOKUP | INDEX | MATCH | OFFSET |
INDIRECT | ADDRESS | COLUMN | COLUMNS | ROW | ROWS | CHOOSE | ARRAYS
| CONCEPT IN LOOKUP FORMULA'S

➤ Advanced Excel with AI - Integrating ChatGPT with Excel

- What is ChatGPT
- How to Integrate ChatGPT in Excel
- Practical Applications of ChatGPT in Excel

➤ **Excel Formula's with AI Tools**

- Advanced Excel with AI refers to using artificial intelligence tools and features within Microsoft Excel to enhance data analysis, automation, and overall productivity.
- AI can be integrated into Excel through various methods, including built-in features.
- AI tools complex Excel formulas based on natural language prompts or even explain existing formulas.

➤ **Other Functions:-**

- PMT | FV | ISNA | ISBLANK | ISERR | ISEVEN | ISODD | ISLOGICAL | ISTEEXT | MAX | MIN AND MANY OTHER FUNCTION..
- Data Collection Method With Data Quality, Collaboration & Security Like Share Your Workbook On Share Drive With Quality
- Single/Multidimensional Analysis, Like Three Dimensional (3D) Tables
- Advanced Chart Technique, How To Make Dynamic Charts, Bar Charts, Pie Charts, Scatter Chart, Line Chart, Column Chart, Speedometer Chart, Gantt Chart
- Sensitive Analysis Like Data Table, Manual What-If Analysis, Threshold Values, Goal Seek, One-Variable Data Table, Two-Variable Data Table
- Filters (Basic, Advanced, Conditional), Sort (Ascending, Descending, Cell/ Font Color), Conditional Formatting, Data Validation, Group & Ungroup, Data split.
- Pivot Table and Power Query ,Charts, Import and Export data, Protect/Unprotect sheets/workbooks. Worksheet formatting and Print Display
- Report Development-(Live Project)

➤ **Advanced Excel - Project Work**

- Employee Attendance Tracker Sheet Project
- Interactive Sales Report Analysis Dashboard Project