

Advanced Excel for Business Analytics		Hours
1	Basic Excel	
	Introduction to Excel: Basic Navigation, Cells and Formatting	1
	Manipulation, Creation, Conversion and Comparison of rows and columns	2
	Basic Mathematical Function: Addition, Subtraction, Multiplication, Percentage and division, Sum, Average, Count, Max, Min	2
	Sorting and Filtering Data, Hyperlink	2
	Import, Export and merging files and sheets, File Security and protection	1
	Practice	1
	Unit Test	1
2	Functions in Excel	
	Numeric, Mathematical, Statistical, Logical, Text, Date & Time Functions	1
	COUNTIF, COUNTIFS, SUMIF, SUMIFS Etc.	2
	Conditional Formatting	2
	Freezing and merging rows and cells	2
	Vlookup, Hlookup, Index and Match, Lookup Functions	2
	Charts and graphs in Excel	2
	Duplicates and Text-to-columns, Shortcut keys	1
	Practice	1
	Unit Test	1
3	Advanced Excel	
	Data Validation	1
	Goal seek	2
	What if Analysis	2
	Pivot Table: Creating and Analyzing, Pivot Charts and how to create pivot table using multiple sheets	2
	Slicers and Filters	1
	Macro	1
	Gantt Chart	2
	Nested Formulas	2
	Practice	1
	Unit Test	1
	Case Study	6
4	Exercises and Case Study	45

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