

Advanced Excel Study Material & Plan (25 Hours)

Overall Schedule

- Total Duration: 25 Hours
- Frequency: 2 Hours/Day, Weekends Only
- Structure: Concept → Hands-On Practice → Mini Project/Task → Q&A

Week 1: Custom Data Formats & Layouts

<p>Day 1: (2 Hours)</p> <p><u>1.1 Apply Custom Data Formats and Validation</u></p> <p>What are custom number/date formats?</p> <p>How to create custom number/date/time formats.</p> <p>Data Validation: dropdown lists, input messages, error alerts.</p> <p>Practice: Create custom formats for currency, phone numbers, and zip codes; set up validation for a sample data entry form.</p>	<p>Day 2: (2 Hours)</p> <p><u>1.2 Apply Advanced Conditional Formatting and Filtering</u></p> <p>Recap basic CF → Use formulas in CF.</p> <p>Create icon sets, data bars, color scales.</p> <p>Advanced filter: criteria range, extract filtered data.</p> <p>Practice: Highlight top/bottom performers, duplicates, and use custom filter.</p>
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Week 2: Custom Workbook Elements & Internationalization

<p>Day 3: (2 Hours)</p> <p><u>1.3 Create & Modify Custom Workbook Elements</u></p>	<p>Day 4: (2 Hours)</p> <p><u>1.4 Prepare a Workbook for Internationalization</u></p>
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<p>Themes, custom templates, cover pages.</p> <p>Headers & footers with dynamic fields.</p> <p>Document properties.</p> <p>Practice: Design a reusable invoice template.</p>	<p>Understand locale settings.</p> <p>Translate functions & date formats.</p> <p>Right-to-left languages.</p> <p>Practice: Adapt a sales report for a different region.</p>
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Week 3: Create Tables

<p>Day 5: (2 Hours)</p> <p><u>2.1 Create and Manage Tables</u></p> <p>Create structured tables.</p> <p>Add/remove rows & columns.</p> <p>Resize & reference tables in formulas.</p> <p>Practice: Turn raw data into a structured table.</p>	<p>Day 6: (2 Hours)</p> <p><u>2.2 & 2.3 Manage Table Styles, Filter & Sort</u></p> <p>Apply & customize table styles.</p> <p>Total row, header row, banded rows.</p> <p>Filter & sort multiple columns.</p> <p>Practice: Sort data using custom lists & apply slicers.</p>
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Week 4: Formulas, Functions & Macros

<p>Day 7: (2 Hours)</p> <p><u>3.1 & 3.2 Summarize & Conditional Functions</u></p>	<p>Day 8: (2 Hours)</p> <p><u>3.3 Text Functions & Intro to Macros</u></p>
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<p>SUMIF(S), AVERAGEIF(S), COUNTIF(S).</p> <p>IF, IFS, SWITCH.</p> <p>Nested IFs. Practice: Build a conditional bonus calculator.</p>	<p>CONCAT, TEXTJOIN, LEFT, RIGHT, MID, FIND, REPLACE.</p> <p>Record simple macros to automate tasks.</p> <p>Practice: Clean messy text data & create a macro for it.</p>
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Week 5: Charts & Objects

<p>Day 9: (2 Hours)</p> <p><u>4.1 & 4.2 Create & Format Charts</u></p> <p>Insert bar, column, line, pie charts.</p> <p>Customize chart elements.</p> <p>Secondary axes.</p> <p>Practice: Build a sales dashboard with charts.</p>	<p>Day 10: (2 Hours)</p> <p><u>4.3 Insert & Format Objects</u></p> <p>Shapes, images, SmartArt, text boxes.</p> <p>Group, align, arrange.</p> <p>Hyperlinks & action buttons.</p> <p>Practice: Design an interactive dashboard layout.</p>
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Week 6: Workbook Options & External Data

<p>Day 11: (2 Hours)</p> <p><u>5.1 & 5.2 Manage Workbooks & Review</u></p> <p>Workbook protection: cells, sheets,</p>	<p>Day 12: (2 Hours)</p> <p><u>6.1 - 6.6 Advanced Formulas</u></p> <p>LOOKUP, VLOOKUP, HLOOKUP,</p>
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<p>workbook structure.</p> <p>Track changes, comments.</p> <p>Restrict editing.</p> <p>Practice: Lock formulas and share for review.</p> <p><u>5.3 Import Data from Databases</u></p> <p>Connect to Access, SQL Server, or Oracle.</p> <p>Use Get & Transform (Power Query basics).</p> <p>Practice: Import data from a sample Access DB.</p>	<p>INDEX-MATCH, XLOOKUP.</p> <p>Advanced Date & Time: EOMONTH, NETWORKDAYS.</p> <p>Named ranges for formulas.</p> <p>Troubleshoot with Evaluate Formula.</p> <p>Practice: Build an aging report with lookup and date functions.</p>
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Week 7: PivotTables & Final Review

Day 13: (2 Hour)

7.1 - 7.3 Advanced Charts & PivotTables

- Build PivotTables from raw data.
Group, filter, and drill down.
- Create Pivot Charts.
Advanced chart types: waterfall, combo.
Practice: Create a dynamic sales summary dashboard.

Outcome

By the end, you'll be able to:

- Format and validate data like a pro.
- Use advanced formulas and functions confidently.
- Build interactive dashboards with charts, PivotTables, and objects.
- Automate tasks with macros.
- Connect to external databases and perform BI analysis.

Trainer : Swati Agarwal

Linkedin : <https://www.linkedin.com/in/agarwal--swati/>

You Can Msg me directly for your queries regarding the course any time.

“Excel is a spreadsheet tool for organizing, calculating, and analyzing data easily.”

Day 1 Agenda :

1.1 Apply Custom Data Formats

Working with the font formatting command.

Changing the background colour of a cell.

Adding borders to cell

Formatting data as currency values

Formatting percentage

Using excel's format painter

Creating style to format data

Merging and centering cells

Using conditional formatting

Applying Data validation

Understanding the need for excel data validation

Creating an excel data validation list

Excel data decimal validation

Adding a custom excel data validation error

Dynamic formulas by using excel data validation techniques.

Day 2 Agenda :

1.2. Apply Advanced Conditional Formatting and Filtering

Sorting a list using single level sort

Sorting a list using multi level sorts

Using custom sorts in an excel list

Filter an excel list using auto filter tool

Creating subtotals in a list

[Advanced excel short cuts](#)

[exercise spreadsheet](#) for class work

[Practice sheet excel](#) for home work

Format the list as a table

Create and Manage Tables

Manage Table Styles and Options

Filter and Sort a Table

Using conditional formatting to find duplicates and removing them.

[Excel Pdf Book](#)

[Excel Notes](#)

[Monthly budget](#) for the class work

Day 3 Agenda :

1.3 Create and Modify Custom Workbook Elements

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1.4 Prepare a Workbook for Internationalization

Inserting Images, shapes, formatting excel shapes and working with excel smart art .

Adding and modifying data on an excel chart, working with an excel pie chart.

Working with page layout view, adding header and footer content, printing a specific range of cells.

Excel template, custom template.

Understand locale settings.

Translate functions & date formats.

Right-to-left languages.

Practice: Adapt a sales report for a different region

Day 4 Agenda : Formulas, Functions & Macros

3.1. Summarize Data by using Functions

3.2. Perform Conditional Operations by using Functions

3.3. Format and Modify Text by using Functions

Excel name ranges, advantage and disadvantage	Using COUNTIF() Using SUMIF()
Excel if function with name ranges	Using IFERROR()
Nested function with excel	Using LEFT(),RIGHT(),MID()
Nesting excel AND() with IF()	Using LEN(),

For practicing more : <https://excel-practice-online.com/>

[Excel AdvancedExercises](#) for practicing and alignment within the class

Day 5 Agenda :

Formulas, Functions & Macros CONTINUE →

Intermediate

Conditional

- [IF function – check if a condition is met](#)
- [NESTED IF – Multiple if conditions](#)
- [Conditional Formatting – Format Excel Cells based on criteria](#)
- [COUNTIF – Count cells in range which meets a certain criteria](#)
- [SUMIF – Sum range based on criteria](#)
- [AVERAGEIF – Calculate the average of a range based on criteria](#)
- [SUMIFS – Sum cells using multiple criteria](#)
- [COUNTIFS – Count cells using multiple criteria](#)
- [MAXIFS – Find maximum value in a range based on criteria](#)
- [MINIFS – Find minimum value in a range based on criteria](#)
- [AND/OR – Check if multiple criteria are met \(Works great when combined with an IF function!\)](#)
- [ISBLANK – Check if a cell is blank or not](#)

Lookup

- [VLOOKUP – lookup value and return corresponding value from a table](#)
- [HLOOKUP – lookup value and return corresponding value from a table](#)
- [Hot!!! XLOOKUP – Excel's next generation lookup function which combines the best features from VLOOKUP, INDEX MATCH, HLOOKUP and IFERROR/IFNA](#)

Day 6 Agenda :

Text Formulas

- [LEFT, MID, RIGHT – Basic Text Functions](#)
- [HOT! – TEXTBEFORE & TEXTAFTER – Extract text before or after a delimiter using Excel's brand new powerful functions!](#)
- [HOT! – TEXTSPLIT – Split your text into multiple cells using this super powerful new function!](#)
- [TEXTJOIN – Easily combine multiple cells using delimiter](#)
- [CONCAT – Combine range of cells without delimiter](#)
- [CONCATENATE – Combine two cells or more into one cell](#)
- [LEN – Find the length of a cell](#)
- [FIND – Find the position of a text within another text \(Case-sensitive\)](#)
- [SEARCH – Find the position of a text within another text \(Case-insensitive\)](#)
- [SUBSTITUTE – Replace text with another text in a cell/expression](#)
- [TRIM – Remove extra spaces from the text](#)
- [LOWER, UPPER, PROPER – Convert text to lowercase, uppercase and proper case](#)
- [VALUE – Convert data stored as text into values](#)
- [TEXT – Convert and format numbers into text](#)
- [Text to Columns – Quickly split a column into multiple columns using a delimiter. Bonus – Quickly change date formats or convert text to numbers!](#)
- [FORMULATEXT – display a formula in another cell as text](#)
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Date functions

- [DAY, MONTH, YEAR – Extract day, month and year from a date in Excel](#)
- [DATE – Create a date from individual values](#)
- [WEEKDAY – Return the number of the day of the week](#)
- [EOMONTH – Return the date of the last day of the month based on a specific date](#)