



# H.A IT Soft Technologies & Computer College

***ADVANCED EXCEL COURSE***

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# Excel Fundamentals & Core Functions

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- Introduction to **Microsoft Excel** Interface
- Workbook & Worksheet Management
- Data Entry & Formatting Techniques
- Basic Formulas (SUM, AVERAGE, COUNT)
- Conditional Formatting
- Data Sorting & Filtering
- Introduction to Charts & Graphs



# Advanced Functions & Data Analysis

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- Advanced Formulas (IF, VLOOKUP, HLOOKUP, INDEX, MATCH)
- Data Validation Techniques
- Pivot Tables & Pivot Charts
- Advanced Chart Customization
- Text Functions (LEFT, RIGHT, MID, LEN)
- Logical Functions & Error Handling
- Introduction to Dashboards



# Automation & Professional Skills

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- Introduction to **VBA**
- Recording & Editing Macros
- Automation of Repetitive Tasks
- Advanced Dashboard Creation
- Data Analysis Projects
- Reporting & Presentation Skills
- Real-world Business Case Studies



# Final Projects

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- Interactive Dashboard Project
- Automated Excel Sheet using Macros
- Data Analysis Report



# Skills You Will Learn

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- Advanced Data Analysis
- Professional Reporting
- Automation using VBA
- Dashboard Design
- Business & Office Productivity