

## **Advanced Excel Syllabus (Complete & Practical)**

### **1. Excel Basics Revision**

- Ribbon, Tabs, Groups
- Cell referencing (Relative, Absolute, Mixed)
- Formatting, Sorting, Filtering
- Basic formulas (SUM, AVERAGE, COUNT, etc.)

### **2. Advanced Formulas & Functions**

#### **Text Functions**

- LEFT, RIGHT, MID
- LEN, TRIM, PROPER
- CONCAT / TEXTJOIN
- FIND, SEARCH, REPLACE, SUBSTITUTE

#### **Logical Functions**

- IF, AND, OR
- IFS
- Nested IF
- SWITCH

#### **Lookup & Reference Functions**

- VLOOKUP, HLOOKUP
- XLOOKUP (very important)
- INDEX + MATCH
- OFFSET
- INDIRECT

#### **Date & Time Functions**

- TODAY, NOW

- DATEDIF
- EOMONTH
- NETWORKDAYS / WORKDAY

### **Math & Statistical Functions**

- SUMIF / SUMIFS
- COUNTIF / COUNTIFS
- AVERAGEIF / AVERAGEIFS
- ROUND, ROUNDUP, ROUNDDOWN
- RANK, PERCENTILE, QUARTILE

### **3. Data Cleaning & Data Transformation**

- Remove Duplicates
- Flash Fill
- Text-to-columns
- Find & Replace advanced options
- Cleaning messy data
- Splitting/merging data
- Extracting patterns

### **4. Data Validation**

- Dropdown list
- Custom validation rules
- Dynamic dropdown
- Input messages
- Error alerts

## **5. Conditional Formatting**

- Color scales
- Highlight rules
- Formula-based formatting
- Icon sets
- Data bars

## **6. Pivot Table & Pivot Chart (MOST IMPORTANT)**

- Creating Pivot Tables
- Filters, Slicers
- Value Field Settings
- Grouping (date, numbers)
- Calculated Fields & Calculated Items
- Pivot Charts

## **7. Power Query (Data Transformation)**

- Importing data from multiple sources
- Merging vs Appending queries
- Removing errors
- Transpose, Unpivot
- Creating custom columns
- Advanced data shaping

## **8. Power Pivot & DAX (Advanced BI)**

- Data Model
- Relationships

- Calculated Columns
- Measures
- Important DAX functions:
  - CALCULATE
  - SUMX
  - FILTER
  - RELATED / RELATEDTABLE

## **9. Dashboards**

- KPI indicators
- Charts (Bar, Line, Pie, Combo, Waterfall)
- Interactive dashboards using slicers & timelines
- Form controls
- Best dashboard design practices

## **10. Excel Automation**

- Macros basics
- Recording macros
- Intro to VBA
- Automating tasks

## **11. Professional Skills**

- Printing & page setup
- Protecting sheets & workbooks
- Sharing workbooks
- Version tracking