



# Learn & Master **Microsoft Excel.**

Classroom | Online | Corporate

# WHY

## School of Analytics

“As one of the INDIA's leading tech training and talent organisations, SOA helps individuals ranging from those at the start of their journey who want to learn Excel to seasoned professionals looking to develop and extend professional services competencies, with training to get the most of Excel.”



# Learning Pathway .

## 01 Basic Excel

Structure of excel application  
Hierarchy of excel application  
Basic features of excel application  
Formatting (Applying Borders, Colours and Font styles)

## 02 Basic Excel

Different Excel Versions (Differences)  
Reference Concept (working with different sheets, workbooks Er  
Closed workbook)

## 03 Basic Excel

Define Name {Single cell, Group of cells, formulae}  
Creating Dropdowns by using Data validation and combo box  
Hierarchy dropdown  
Shortcut keys

## 04 Date and Time Functions

DATEDIF, DATE, TODAY, NOW, WEEKDAY, DAY, MONTH, YEAR NETWORKDAYS,  
NETWORKDAYS.INTL, WORKDAY,WORKDAY.INTL, MINUTE, HOUR SECOND,  
WEEKNUM, EDATE and EOMONTH

## 05 Logical Functions

IF, IFS, AND, OR, NOT, TRUE, FALSE, IFERROR and Nested Functions

## 06 Logical Functions

COUNT, COUNTA, COUNTBLANK COUNTIF, COUNTIFS, SUM, SUMIF, SUMIFS,  
SUMPRODUCT, SUBTOTAL, AVERAGE, AVERAGEIF, AVERAGEIFS, MAX, MAXIFS, MIN,  
MINIFS, LARGE SMALL, RANK, ROW, COLUMN, MOD and RANDBETWEEN.

## 07 Lookup and Reference Functions

Freezing Concept, CHOOSE MATCH, VLOOKUP, H LOOKUP, XLOOKUP. Combination of  
Formulas, Array Formulas, VLOOKUP and COLUMN, VLOOKUP with IF and VLOOKUP with AND,  
Activities based on Form Controls.

## 08 Lookup and Reference Functions

INDEX, INDIRECT, WILDCARD, OFFSET. Combination of Formulas, Array Formulas, OFFSET and  
MATCH, OFFSET with IF.



## 09 Text Functions

UPPER LOWER, PROPER, LEN, LEFT, RIGHT, MID, FIND, TRIM, CLEAN, CHAR, CODE, CONCATENATE, SUBSTITUTE, REPT, REPLACE, SEARCH, VALUE and TEXT, ABS, ROUND.

## 10 Charts

Different areas of charts Different types of charts Static and dynamic charts (using formulae)

## 11 Pivots

Static Pivots  
Usage of formulae in pivot table

## 12 Home Tab and Insert Tab

Conversion of Formats, Merging and Wrapping the text, Conditional Formatting, Format as Table, Inserting and deletion of Rows, Columns and Sheets, Row height and Column width, Formulae based Conditional Formatting, Sparklines.

## 13 Data Tab, View Tab, Page Layout Tab and Review Tab

Protect Sheet, Protect Workbook, Hiding Formulas, Sharing Workbook, Track Changes (Highlight, Accept and Reject Changes), inserting and Editing Comments, Data Consolidation, Scenario Manager, Goal Seek, Data Table, Group and Ungroup, Trace precedents/Trace Dependents Evaluate Formulas, Advance Sorting and Filtering, Text to Columns, Removing Duplicates, Data Validation.

## 14 Power Query

Introduction to power query Data Transforming  
Unpivot Data

## 15 Dashboards

Dashboard based on real time scenarios



*Develop a passion for learning. If you do, you will never cease to grow.*



Let us know how we can help you, or your  
organisation with your learning or  
talent requirements.

## CONTACT US



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