Advanced Excel Formulas & Dashboard with Data Analysis
+91 8802579388 +918826828093 , +91 9525256058

Course Objectives	Course Overview for IPT Excel School

Benefits of learning Microsoft Excel Skills

This course is designed to provide participants with advanced knowledge of Excel formulas, dashboard creation, and data analysis techniques to gain a competitive edge in data-driven decision-making.

By the end of this course, students will:

- Master advanced Excel formulas and functions for professional data manipulation.
- Learn to design interactive dashboards with dynamic visuals and tools.
- Understand key data analysis methods for extracting actionable insights.
- Develop critical problem-solving skills using Excel's advanced capabilities.

Course Contents

Module 1: Advanced Excel 365

Home-Tab
Dynamic Report

Advanced data selection and shortcuts.	Advanced custom formatting.
Mathematical calculation in Excel.	Conditional formatting.
Excel file settings.	Formulas in conditional formatting.
Advance copy paste.	Excel pile and data protection.
Picture lookup.	Advanced sorting and filtration.
Dashboard formatting.	**Excel in build AI.**
Use of Copilot.	Flash, fill and analyze data.

INSERT-TAB

Pivot table.	Slicers.
Data summarization in pivot table.	Multi Data pivot.
Data grouping, filter moving.	Pivot table with dynamic range.
Calculation in pivot table.	Pivot chart.
Making a report with pivot table.	**Make dashboard with pivot table.**
Power Pivot table.	

Dashboard With Pivot Table

Sales Dashboard	Financial Dashboard	HR Dashboard
Inventory Dashboard	Customer Support Dashboard	
Marketing Dashboard		

Slicers: To filter data easily. **Timeline**: For date filtering.
Pivot Charts: Linked to PivotTables.
Conditional Formatting: Highlight key metrics.
Dynamic Ranges: For auto-updating dashboards.

Charts

Column and Bar Charts	Line and Area Charts	Combo Charts
Pie and Doughnut Charts	Scatter and Bubble Charts	Histogram
Funnel Radar Surface	Treemap Sunburst	Choosing the Right Chart
SparkLines	Links	Symbol

Page Setup

Page Layout	Margins	Orientation	Scaling	Print Titles

editing. It's the default tab that appears when you open Excel, streamlining access to frequently used tools. Here's a breakdown of its key groups and functionalities

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Module 2 :Formulas $f(x)$

300 - 500 Formuls Cover in This Course . Some Important Formuls are Bellow

NEW FUNCTION 2025-2026

VSTACK / HSTACK: **CHOOSECOLS / CHOOSEROWS**:   **TAKE / DROP**:

WRAPROWS / WRAPCOLS: **GROUPBY / PIVOTBY**:   TRIMRANGE

TEXTSPLIT / TEXTBEFORE / TEXTAFTER/REGEXEXTRACT / REGEXREPLACE / REGEXTEST:

DETECTLANGUAGE   TRANSLATE/IMAGE   And More

Python Integration: - PY -Execute Python code within Excel cells

Logical Formulas :-

IF,IFS,OR,AND,IFERROR,LET ,LAMBDA,BYCOL,BYROW,SWICH XOR,SCAN,REDUCE,MAP,MAKEARRAY and moew

TEXT Function

ASC,ARRAYTOTEXT,BAHTTEXT,CHAR,CLEAN,CODE,CONCAT,CONCATENATE,DBCS, DETECTLANGUAGE,DOLLAR,EXACT,FIND, FINDB,FIXED,LEFT, LEFTB,LEN, LENB,LOWER,MID, MIDB,NUMBERVALUE,PHONETIC,PROPER,REGEXEXTRACT,REGEXREPLACE,REGEXTEST,REPLACE, REPLACEB,REPT,RIGHT,RIGHTB,SEARCH,SEARCHB,SUBSTITUTE,T,TEXT,TEXTAFTER,TEXTBEFORE,TEXTJOIN,TEXTS PLIT,TRANSLATE,TRIM,UNICHAR,UNICODE,UPPER,VALUE,VALUETOTEXT and more

Date Function

DATE,DATEDIF,DATEVALUE,DAY,DAYS,DAYS360,EDATE,EOMONTH,HOUR,ISOWEEKNUM,MI NUTE,MONTH,NETWORKDAYS,NETWORKDAYS.INTL,NOW,SECOND,TIME,TIMEVALUE,TODAY ,WEEKDAY,WEEKNUM,WORKDAY,WORKDAY.INTL,YEAR,YEARFRAC

Lookup

HLOOKUP,INDEX,MATCH,OFFSET,VLOOKUP,XLOOKUP,ADDRESS,AREAS,CHOOSE,CHOOSE COLS,CHOOSEROWS,COLUMN,COLUMNS,DROP,EXPAND,FILTER, FORMULATEXT,GETPIVOTDATA,GROUPBY,HSTACK,HYPERLINK,IMAGE,INDIRECT,LOOKUP

Data Summary Function

SUMIF,SUMIFS,COUNTIF,COUNTIFS,MAXIFS,MINIFS,AVARAGEIFS,SMALL,LARGE RANKE   FORCAST YIELD   GROWTH   and more

Other   Financial Calculation,information,Database and more

Module 3: Data Module

Data -Tab	**Get & Transform Data (Power Query)**	**Get Data**: Power Query Editor
	Data Tools	Data Validation	Consolidate
	Forecast	Goal Seek	Data Table

Queries & Connections

Module 4: Dashboard Design

Dynamic Dashboards: Learn to incorporate formulas, named ranges, and interactive controls to create dashboards that adapt to user inputs.

Pivot Tables & Pivot Charts: Transform complex datasets into insightful summaries and visuals.

Conditional Formatting: Highlight data trends and anomalies using customized formatting rules.

Slicers and Timelines: Implement interactive tools for filtering and managing dashboard views

Charting Techniques: Create advanced charts such as dynamic bar charts, waterfall charts, Gantt charts

Add Interactivity   **Design the Dashboard Sheet**   **Create Calculations**

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Module 5: Data Analysis Techniques

Descriptive Analytics: Summarize data using statistical measures like mean, median, mode, and standard deviation

Data Cleaning: Use Excel tools and Power Query to prepare datasets by removing duplicates, handling missing values, and standardizing formats

•**Business Intelligence Tools: Explore Excel integration with Power BI for advanced analytics**

Dynamic Named Range for Auto Re-Select Data

Define the Objective	Collect and Import Data
Clean the Data (Data Preparation)	Organize and Structure the Data
Visualize and Summarize Insights	Share and Take Action

Data analysis in Excel begins with clearly defining the objective—understanding what you want to discover or solve, such as identifying top-selling products or analyzing monthly expenses. Once the goal is set, the next step is to collect and import the relevant data, which can come from sources like Excel files, CSVs, databases, or online platforms. After importing the data, it's essential to clean it by removing duplicates, correcting errors, formatting data types properly, and handling any missing values. Excel tools like "Remove Duplicates," "Text to Columns," and especially Power Query are helpful for this step.

Trainer Profile   Mr. Sujit Kumar Singh (MCA)

Sujit Kumar Singh is a seasoned Excel and MIS (Management Information Systems) trainer with over 21 years of experience in the field. He has worked as an MIS Executive and VBA Developer across more than 10 companies and currently serves as a report consultant for over 40 organizations. His teaching approach emphasizes practical, real-world applications, aiming to equip learners with skills directly applicable to their professional tasks

Sujit Kumar Singh
Founder of IPT Excel SchooL

इंडिया Online Live Trainer

From 2007 to Tilled

In 2007, Sujit founded IPT Excel School, one of the pioneering institutes in New Delhi offering online live classes in Advanced Excel and MIS training. The institute caters to working professionals, providing courses that cover Advanced Excel, VBA Macros, Dashboard creation, and Power BI

Sujit also maintains an active presence on platforms like YouTube and LinkedIn, where he shares tutorials and insights on Excel and related tools. His YouTube channel, Sujeet Kumar Advanced Excel Training in Hindi, offers a range of videos aimed at enhancing Excel proficiency