



Module 1: Google Sheets Essentials

- Sheet formatting & shortcuts
- Data validation, conditional formatting
- Import functions: IMPORTRANGE, IMPORTHTML, GOOGLEFINANCE
- Basic formulas: IF, VLOOKUP, FILTER, QUERY, ARRAYFORMULA

Module 2: Introduction to Google Apps Script

- What is Google Apps Script (GAS)?
- Script Editor overview
- Writing your first macro
- Script Triggers (time-based, onEdit, onFormSubmit)



Module 3: Scripting Fundamentals (JavaScript for Sheets)

- Variables, functions, conditions, loops
- Working with ranges, sheets, and cell values
- Writing custom functions in Sheets
- Error handling and debugging



Module 4: Data Automation Projects

- Automate data cleaning and formatting
- Auto-generate daily/weekly reports
- Auto-move data to archive sheets
- Create summary sheets with scripts
- Connect Sheets with Google Translate and other web services



Module 5: Google Workspace Integration

- Gmail: Send auto-emails from Google Sheets
- Google Drive: Create folders, copy files from Sheets
- Google Forms: Read/write form submissions
- Calendar & Docs: Create event reminders and auto-docs



Module 6: Dashboard Design in Google Sheets

- Building dynamic charts
- Interactive controls with drop-downs & slicers
- Linked charts with QUERY & IMPORTRANGE
- Auto-updating dashboards using scripts



Module 7: APIs and Webhooks

- Introduction to APIs and JSON
- Fetch live data from APIs (weather, currency, etc.)
- Build a custom CRM with external API integration
- Set up Webhooks for real-time data input



Module 8: Capstone Projects

- Automated Invoice Generator
- Employee Attendance System
- Task Tracker with Auto Email Alerts
- Student Marksheet with Dynamic Report Cards



Final Assessment & Certificate

- Capstone Project
- Q&A / Viva
- Feedback & Certification

About the Instructor



MR. Sujit Kumar Singh

MIS & Data Analyst

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.

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.

For more information or to enroll in his courses, you can visit IPT Excel School's website or contact him directly at +91 8802579388.

IPT Excel School

IPT Excel School - Arijpur, Rrjla, Kurhani, Muzaffarpur Bihar-844120

+91 8802579388, +91 8826828093 +91 9525256051 kumar@iptindia.com

[Subscribe to our WhatsApp Grouphttps://chat.whatsapp.com/ITgEd0sKgso7PHTOqGFPKB_](https://chat.whatsapp.com/ITgEd0sKgso7PHTOqGFPKB_)