

ADVANCED EXCEL

COURSE CURRICULUM

Take your Excel skills to the next level. Learn data analysis, dashboards and automation to stand out in today's business world.





About The Course

Advanced Excel is more than just spreadsheets — it's a powerful tool for data analysis, business insights, and automation. This course is designed to make you job-ready by mastering formulas, dashboards, and practical business applications. Perfect for students, professionals, and business owners who want to boost productivity and decision-making skills.

Who Should Join?

- Students
- Working Professionals
- Entrepreneurs
- Data & MIS Executives

Why Choose Us?

At DigiCentrix, we focus on learning by doing. Our mentors guide you through live projects, interactive sessions, and personalised feedback — ensuring you gain real industry skills, not just theory.

Why Advanced Excel ?



Career Opportunities

Advanced Excel skills are in demand across industries like finance, marketing, HR, and data analytics.



Master Data Analysis

Gain expertise in tools like Pivot Tables, Charts, and Power Query for smarter decision-making.



Boost Productivity

Learn shortcuts, formulas, and automation techniques that save hours of manual work.



Professional Growth

Strengthen your Excel skills to stay competitive and advance in today's data-driven workplace.

01.

INTRODUCTION TO MS EXCEL

- MS Office versions overview and their key differences, latest interface and layout
- ROWS, COLUMNS, AND DATA ENTRY WITH FILL SERIES
- Essential keyboard shortcuts and navigation tips
- Find & Select tools and clear options
- Quick actions using Ctrl + Enter
- Formatting essentials: fonts, alignment, and clipboard functions (copy, paste, paste special)

02.

ADVANCED FORMULAS & FUNCTIONS

- Calculations using absolute, relative, and mixed cell references
- Utilise named ranges to simplify formula creation
- Arithmetic functions such as SUM, SUMIF, SUMIFS, COUNT, COUNTA, COUNTIFS, AVERAGE, AVERAGEIFS, MAX, MAXIFS, MIN, MINIFS)

03.

DATA CLEANING & VALIDATION

- Date Functions: DATE, DAY, MONTH, YEAR, YEARFRAC, DATEDIF, EOMONTH - calculate dates, duration and month-end values efficiently
- Text Functions: TEXT, UPPER, LOWER, PROPER, LEFT, RIGHT, SEARCH, FIND MID, TRIM, CONCAT, Flash Fill - Master techniques for cleaning, formatting, and manipulating text data

04.

LOGICAL FUNCTIONS

- Understanding and applying key Logical Functions: IF, AND, OR, Nested IFs, NOT, IFERROR
- Combining Mathematical and Logical Functions to create powerful conditional formulas

05.

DATA HANDLING & CLEANING

- Data Cleaning and Preparation - identifying data types, removing duplicates, and applying proper formatting and filters
- Number Formatting
- Using Ctrl + T to convert data ranges into Excel Tables
- Table Formatting
- Applying Sort and Advanced Sort
- Using Filter and Advanced Filter

06.

LOOKUP & DATA REFERENCING

- Referring Data from Multiple Tables using various Lookup techniques
- Understanding and applying different Lookup Functions:
 - LOOKUP
 - VLOOKUP and Nested VLOOKUP
 - HLOOKUP
 - INDEX and INDEX with MATCH combination
 - INDIRECT function for dynamic referencing
 - OFFSET function for flexible data extraction

07.

DATA SUMMARY: PIVOT REPORTS & DASHBOARDS

Pivot Reports

- Creating and managing Pivot Tables: Insert, Interface, and Cross-tab Reports
- Applying Filters and building Pivot Charts for data visualisation
- Using Slicers – Add, format, and connect them to multiple reports and charts
- Creating Calculated Fields and Calculated Items for advanced analysis
- Dashboard Creation, Tips & Tricks
- Understanding different Dashboard Types
- Combining reports and charts into a unified, interactive dashboard
- Effective use of Slicers for dynamic dashboards
- Design & Layout best practices: formatting tables, charts, and sheets
- Smart use of colours and Shapes to enhance readability and presentation

08.

CONNECTING TO DATA: POWER QUERY, POWER PIVOT & DATA INTEGRATION

- Power Query
- Understanding the Interface and key Tabs
- Connecting to Data from Excel files, text files, and various external sources
- Performing Data Cleaning and Transformation tasks
- Loading Data into Excel using Queries

09.

CONNECTING TO DATA: POWER QUERY, POWER PIVOT & DATA INTEGRATION

Power Pivot

- Working with Loaded Queries for analysis
- Using Merge and Append to combine multiple datasets
- Inserting Power Pivot for advanced data modelling
- Understanding Similarities and Differences between Pivot Tables and Power Pivot Reports
- Importing Data from databases, other workbooks, and webpages

10.

VBA AND MACROS

Module 1: Macros in Excel

- Accessing the View Tab and adding the Developer Tab
- Recording Macros – naming, storage options, and best practices
- Creating a Macro to format a table using Absolute References
- Formatting tables of any size using Relative References
- Running macros through:
 - Buttons
 - Shapes
 - Custom Commands (in a new tab)
- Editing Macros for modifications and reusability

Module 2: VBA Programming Essentials

- Introduction to VBA – basics of Subs, Ranges, and Sheets
- Writing and understanding simple VBA procedures
- Comparing values and conditions using If Statements and Select Case
- Automating tasks with Loops (For, Do While, Do Until)
- Enhancing interactivity with:
 - Message Boxes (to communicate with users)
 - Input Boxes and User Forms (to take user input)

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- • interactive sessions, and personalised feedback
- • — ensuring you gain real industry skills, not just
- • theory.

Our Course Key Benefits:

- Small batch sizes
- Industry Mentors
- Expert Led Tutorials
- Ongoing Mentor Support
- Practical Assignments



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