

Pivot Tables

(Data Analysis)

- Introduction to Pivot Tables
- Preparing and Cleaning Data for Pivots
- Creating a Pivot Table from an Excel Table
- Rows, Columns, Values and Filters
- Summarize Values By (Sum, Count, Average)
- Show Values As (% of Total, Running Total)
- Grouping Dates, Numbers and Text
- Sorting and Filtering Pivot Data
- Slicers and Timelines
- Calculated Fields and Items
- Creating Pivot Charts
- Refreshing and Updating Pivots
- Formatting Pivot Reports
- Building a Simple Dashboard from Pivots

Advanced Practice

(Real-World Projects)

- Sales Report and Dashboard
- EMI and Loan Calculator
- Salary Sheet with Deductions
- Inventory and Stock Tracker
- Student Attendance and Result Sheet
- Investment (SIP) Planner
- Practice Assignments and Mock Test
- Essential Advanced Excel Shortcuts



Excel
Pivots | Formulas | Dashboards

Financial Formulas

(Finance & Accounting)

- PMT, IPMT, PPMT (EMI and Loan Calculations)
- FV and PV (Future and Present Value)
- NPER and RATE
- NPV and XNPV
- IRR, XIRR and MIRR
- Depreciation Functions (SLN, DB, DDB)
- Compound Interest and SIP Calculation
- Loan Amortization Schedule
- Profit, Margin, Markup and GST Calculations
- Break-Even Analysis

Advanced Functions and Tools

(Latest Version)

- SUMIFS, COUNTIFS, AVERAGEIFS
- Nested IF with AND, OR, IFS and SWITCH
- Dynamic Arrays (FILTER, SORT, UNIQUE, SEQUENCE)
- XLOOKUP and INDEX+MATCH for Advanced Lookups
- Text Functions (LEFT, RIGHT, MID, TEXTJOIN, TEXTSPLIT)
- Date and Time Functions (DATEDIF, EOMONTH, NETWORKDAYS)
- LET and Named Ranges
- Conditional Formatting with Formulas
- Dependent Drop-down Lists
- Goal Seek, Scenario Manager and Data Tables
- Introduction to Power Query
- Protecting Sheets and Workbooks