



TECHHUB SOLUTIONS

...be step ahead in your field

Advanced Excel

Module 1: Advanced Formulas & Functions

- Nested formulas and logical functions (IF, AND, OR, IFS)
- Lookup & reference functions (VLOOKUP, HLOOKUP, XLOOKUP, INDEX-MATCH)
- Text, date, and time functions
- Dynamic array functions (FILTER, SORT, UNIQUE, SEQUENCE)

Module 2: Data Management & Cleaning

- Data validation and conditional formatting
- Removing duplicates, splitting text, flash fill
- Using Power Query for data transformation
- Sorting and filtering large datasets efficiently

Module 3: Data Analysis Tools

- PivotTables and PivotCharts
- Slicers and timelines
- What-If Analysis (Goal Seek, Scenario Manager, Data Tables)
- Descriptive statistics and data summarization

Module 4: Advanced Charting & Visualization

- Custom and dynamic charts
- Combo charts and secondary axis
- Sparklines and dashboards
- Using form controls for interactivity

Module 5: Automation with Macros

- Introduction to VBA and macro recording
- Writing basic VBA scripts
- Automating repetitive tasks
- Creating custom functions and buttons

Module 6: Power Tools & Integration

- Introduction to Power Pivot & Data Model
- Relationships between tables
- DAX basics (measures and calculated columns)
- Connecting Excel with external data sources (CSV, Access, SQL, etc.)

Module 7: Advanced Tips & Productivity

- Named ranges and dynamic ranges
- Custom formatting and templates
- Protecting and securing workbooks
- Keyboard shortcuts and efficiency tricks