

**Module 1: Manage advanced charts and tables**

- Create and modify PivotTables
- Create and modify Pivot Charts

**Module 2: Working with Functions**

- Using criteria based calculations like COUNTIF(), COUNTIFS(), SUMIF(), SUMIFS()
- Using the IF Function
- Using the AND, OR, Nested IF() and IFS()
- Using the LOOKUP Function (VLOOKUP, MATCH, XLOOKUP)
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions

**Module 3: Data Management**

- Data Consolidation
- Creating and Understanding Scenario
- Working with Goal seek
- Working with Data Table

**Time Value Of Money**

- EXCEL: NPV and PV for calculating Present Value
- Excel: Internal Rate of Return
- Excel: PMT function