Day	OF HOUI	Main Topic	Sub Topics
		Intermediate & Advanced Excel (8Hrs)	
Day 1	4 Hours	**Module 1: Functions**	Logical Functions: IF, IFS, AND, OR, NOT, SUMIF, SUMIFS.
			Lookup and reference Functions: VLOOKUP, HLOOKUP, MATCH, INDEX, XLOOKUP, FILTER, TRANSPOSE.
			Statistical Functions: AVERAGEIF, AVERAGEIFS, COUNT, COUNTIF, COUNTIFS, MAXIF, MAXIFS, MINIF, MINIFS.
			Date and Time Functions: DAYS, MONTH, YEAR, EOMONTH, DATEDIF, NETWORKDAYS, TODAY, NOW, WEEKDAY, WEEKNUM, WORKDAY.INTL.
			Text Functions: CONCATENATE, LEFT, RIGHT, MID, LOWER, UPPER, PROPER, TEXT.
		Module 2: Working with Lists	Converting a List to a Table
			Removing Duplicates from a List
			Sorting Data in a List
			Filtering Data in a List
			Adding Subtotals to a List
		Module 3: Visualizing Your Data	Inserting Charts
			Using the Chart Recommendation Feature
			Editing Charts
			Using Chart Tools
			Using the Quick Analysis Tool
			Add and Format Objects
			Create a Custom Chart Template
			Working with different charts (Column, Bar, Pie, Treemap, Histogram, Line, Sparklines)

		Module 4: Advanced Formatting	Applying Conditional Formatting
			Using Conditional Formatting
			Working with Styles
			Creating and Modifying Templates
Day 2	4 Hours	**Module 5: Using Pivot Tables**	Creating Pivot Tables
			More PivotTable Functionality
			Inserting Slicers
			Multi-Select Option in Slicers
			PivotTable Enhancements
			Working with Pivot Tables
			Inserting Pivot Charts
			More Pivot Table Functionality
			Working with Pivot Tables
			Creating a Dashboard using Pivot Tables
		Module 6: Data Tools	Converting Text to Columns
			Linking to External Data
			Controlling Calculation Options
			Data Validation
			Using Data Validation
			Consolidating Data
			Goal Seek
			Using Goal Seek
		Excel Business Intelligence with Power Query and Power Pivot(16 Hrs	
		Module 1. Introduction To Power Excel	Understanding the "Power Excel" Workflow
			Introduction to Power Query + Power Pivot
			When to use Power Query & Power Pivot

Day 3	4 Hours	**Module 2: Connecting & Transforming Data With Power Query.**	Introduction
			Getting to Know Power Query in Excel
			Exploring Excel's Power Query Editor
			Power Query Data Loading Options
			IMPORTANT: Updating Locale Settings
			Applying Basic Table Transformations with Power Query
			Power Query Demo: Text Tools
Day 4	4 Hours	**Module 2: Connecting & Transforming Data With Power Query.**	Power Query Demo: Number & Value Tools
			Power Query Demo: Date & Time Tools
			PRO TIP: Creating a Rolling Calendar with Power Query
			Power Query Demo: Generating Index & Conditional Columns
			Power Query Demo: Grouping & Aggregating Records
			Power Query Demo: Pivoting & Unpivoting Data
			Modifying Excel Workbook Queries
			Merging Queries with Power Query
			Appending Queries with Power Query
			Power Query Demo: Connecting to a Folder of Files
			Excel Power Query Best Practices

Day 5	4 Hours	**Module 3: Building Table relationships with Excel Data Model.**	Introduction
			Meet Excel's "Data Model"
			The Data Model Data vs. Diagram View
			Principles of Database Normalization
			Understanding Data Tables vs. Lookup Tables
			Benefits of Relationships vs. Merged Tables
			Creating Table Relationships in Excel's Data Model
			Modifying Data Model Table Relationships
			Managing Active vs. Inactive Table Relationships
			Understanding Relationship Cardinality
Day 6	4 Hours	**Module 3: Building Table relationships with Excel Data Model.**	Connecting Multiple Data Tables in the Data Model
			Understanding Filter Flow
			Hiding Fields from Excel Client Tools
			Defining Hierarchies in a Data Model
			Excel Data Model Best Practices
		Module 4: Power Pivot	Creating dashboards with Power Pivot
			Creating dashboards
			Using relational data for database

			Slicers and timelines
			Conditional timelines
			Filter & sorting
			Data validation
			Designing dashboard layouts
		Excel VBA (8 Hrs)	
Day 7	4 Hours	**Module 1: Introducing Visual Basic for Applications**	What is VBA?
			What is a Macro?
			What can Macros do?
			To use or not to use Macros?
			Macro — The 5 Tenets
			What is the Excel Object Model?
			Your Personal.XLSB file
			Need to check your security options
			How do I access VBA?
			Macro Security Settings
			Displaying and reviewing the Developer Tab in the Ribbon
		Module 2: Modules and Procedures	Modules and Procedures
			Program design and concepts
			A Good Spreadsheet Application
			Code Format / Layout
			To Dim or Not to Dim? In other words Why Dim?
			How to Declare a Variable / Dim / Private / Public
			Understanding Constants and how to Declare them
			Run Timing Test Macro

		Module 3: Controlling Flow and Make Decisions	This module explains how to work with Loops & Conditional Statements
		Module 4: Using Message Boxes, Input Boxes, and Running Macros	Creating and Using Message Boxes
			Types Of Message Box
			Using Input Box
			Running a Macro from within Excel
			Assigning a Keyboard Shortcut to a Macro
			Assigning and launching a Macro from a shapes
		Module 5: Working With Cells and Ranges	Different Functions to access cells.
			Cell Range
			Cell Color
			Cell Back Color
			Cell Alignment
			Cell Wrap & Merge
			Cell Orientation
		Module 6: Working with ODBC	1. Establishing a Connection:

Day 8	4 Hours		○ Define a connection string that includes the necessary information such as the driver, server, database, username, and password.
			○ Create a new ADODB.Connection object.
			○ Open the connection using the connection string.
			2. Executing SQL Queries:
			○ Create a new ADODB.Command object.
			○ Set the CommandText property to the SQL query you want to execute.
			○ Set the CommandType property to adCmdText.
			○ Set the ActiveConnection property to the previously established connection.
			○ Execute the command using the Execute method.
			3. Retrieving Data:
			○ Create a new ADODB.Recordset object.
			○ Set the Source property to the SQL query you want to execute.
			○ Set the ActiveConnection property to the previously established connection.
			○ Open the recordset using the Open method.
			○ Iterate through the recordset using the MoveNext method to retrieve the data.
			4. Inserting or Updating Data:
			○ Create a new ADODB.Command object.
			○ Set the CommandText property to the SQL insert or update query.
			○ Set the CommandType property to adCmdText.
			○ Set the ActiveConnection property to the previously established connection.
			○ Execute the command using the Execute method.
			5. Closing the Connection:
			○ Close the recordset using the Close method.
			○ Set the recordset and connection objects to Nothing to release the resources.