

2-Day Excel Mastery Program

(16 Hours)

Day 1: Data Foundations & Essential Excel Skills (8 Hours)

Day 2: Pivot Tables, Dashboards & Automation (8 Hours)

DAY 1 — TOTAL: 8 HOURS

Module 1: Excel Basics Refresher

Duration: 1.5 Hours

Topics Covered

- Exploring Excel interface (Ribbon, Tabs, Groups, Quick Access Toolbar)
- Understanding cells, ranges, worksheets & workbook structure
- Efficient navigation shortcuts
- Entering & editing data effectively
- **Core formulas:**
 - SUM, AVERAGE, COUNT, MAX, MIN
- **Cell references:**
 - Relative, Absolute (\$A\$1)
- AutoFill, Flash Fill basics
- Practical activity: Build a quick summary table

Module 2: Intermediate Excel Formulas

Duration: 2 Hours

Topics Covered

- **Logical formulas:**
 - IF, AND, OR
 - Nested IF for conditions
- **Text formulas:**
 - CONCAT / TEXTJOIN
 - LEFT / RIGHT / MID
 - SEARCH & FIND usage
 - TRIM, UPPER, LOWER & PROPER

- Formula error handling (IFERROR, ISERROR)
- Case-based exercises

Module 3: Data Management & Cleaning

Duration: 2.5 Hours

Topics Covered

- Importance of clean data for analysis
- Removing duplicates
- Using **Text-to-Columns** for splitting data
- **Find & Replace** advanced options
- **Data Validation:**
 - Lists
 - Numbers rules
 - Dates rules
 - Custom validation rules
- Working with large datasets
- Hands-on exercise: Clean raw sales or customer data

Module 4: Data Analysis Using Excel Tools

Duration: 2 Hours

Topics Covered

- Sorting (single & multi-level)
- Filtering & Advanced Filter
- Conditional Formatting:
 - Color scales
 - Icon sets
 - Formulas in conditional formatting
- Introduction to Excel Tables (Ctrl + T)
- Summaries using Subtotal tool

DAY 2 — TOTAL: 8 HOURS

Module 5: Lookup & Reference Functions

Duration: 2 Hours

Topics Covered

- Introduction to lookup methods
 - **VLOOKUP:**
 - Exact vs Approx match
 - Column index management
 - **HLOOKUP**
 - **INDEX + MATCH** (powerful alternative)
 - Multi-sheet referencing
 - Real-life case study: Employee/ Customer/ Product data lookup
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Module 6: Pivot Tables & Pivot Reports

Duration: 2.5 Hours

Topics Covered

- Creating Pivot Tables from different data sources
- Pivot Table structure (Rows, Columns, Values, Filters)
- Formatting Pivot Tables
- Customizing field settings
- **Grouping:**
 - Numbers
 - Dates (months, quarters, years)
- Creating Pivot Charts
- Using **Slicers** and **Timelines**
- Activity: Build a full Pivot Report from raw data

Module 7: Creating Interactive Dashboards

Duration: 2.5 Hours

Topics Covered

- Dashboard planning & layout principles
- Designing interactive dashboards using Pivot Tables & Charts
- Adding slicers for navigation
- Creating relationships between slicers, pivot tables & charts
- Timeline filters for date-based dashboards
- Applying themes, formatting, and styling for professional look
- Ensuring dashboard refresh & data connectivity
- Activity: Build a complete dashboard from scratch

Module 8: Automation & Productivity Tips

Duration: 1 Hour

Topics Covered

- Named ranges
- Worksheet & workbook protection
- Keyboard shortcuts for productivity
- Introduction to simple macros:
 - Recording macros
 - Running macros
- Quick Access Toolbar customization
- Final Q&A with implementation examples