

Microsoft Excel (4 Hours)

Module 1: Basic Excel Functions & Data Management

1. Basic Functions

- SUM, AVERAGE, MAX, MIN
- Upper, Lower, Proper, Year, Month, Day, Today

2. Format as Table

- Benefits of formatting data as Table
- Move Between Data and Table
- Modify Tables
- Define Tiles
- Creating and modifying Table

Module 2: Advanced Functions for Data Analysis

1. SUMIF and COUNTIF

- Understanding and applying conditional sum and count functions

2. VLOOKUP & HLOOKUP

- Using lookup functions for finding data

3. XLOOKUP

- An introduction to XLOOKUP as a flexible alternative

Module 3: Advanced Data Analysis with Pivot Tables

1. Pivot Tables

- Creating and customizing pivot tables
- Analysing data effectively with pivot tables

Module 4: Data Formatting

1. Conditional Formatting

- Applying Conditional formatting
- Using Conditional Formatting Rules
- Working with styles

2. Define Names

- Creating named ranges for easier formula management