"Excel Power Techniques: Automation, Dashboards & Lookups")

📕 **Excel Training – 8 Hour Course TOC**

🕐 **Total Duration: 8 Hours | Delivery: Hands-On + Demo + Practice Activities**

📘 **Module 1: Data Validation & Drop-Down Controls (1 Hour)**

Topics Covered:

- What is Data Validation & its practical use

- Setting Validation Criteria (text, numbers, dates, custom formulas)

- Creating Dynamic Drop-down Lists

- Preventing invalid inputs with messages & alerts

Activity:
✓ Create a form that uses drop-downs and data entry restrictions for clean inputs

---

📗 **Module 2: Mastering Dates and Time Calculations (1 Hour)**

Topics Covered:

- Formatting date/time values for reports

- Calculating days between two dates

- Using NETWORKDAYS and WORKDAY for workday math

- Offsetting dates with only business days

Activity:
✓ Create a task timeline sheet that auto-calculates start/end dates skipping weekends

---

📙 Module 3: Using Conditional & Database Functions (1 Hour)

Topics Covered:

- Overview of conditional formulas like IF, SUMIFS, COUNTIFS

- Setup required for database functions (DSUM, DCOUNT)

- Performing calculations with multiple criteria

Activity:
✔️ Build a mini report that filters and calculates results using criteria-based formulas

---

📕 Module 4: Lookup & Reference Functions Deep Dive (1.5 Hours)

Topics Covered:

- Basics of lookup formulas: VLOOKUP, HLOOKUP, XLOOKUP

- Exact vs Approximate match logic

- Error-handling with IFERROR

- Practical lookup situations and nested functions

Activity:
✔️ Build a price-checking tool and product search using dynamic lookup combinations

---

📒 Module 5: Dashboards with Power Query & Power Pivot (2 Hours)

Topics Covered:

- Intro to Power Query: loading, cleaning, and combining data

- Power Pivot: creating relationships and data models

- Summarizing data via PivotTables from Power Query/Pivot output

- Adding visuals: Charts, Slicers, Conditional Formatting

- Building an Interactive Dashboard

Activity:
✔️ Create a KPI dashboard from raw sales data with slicers and interactivity

📖 Module 6: Automating with Macros (1.5 Hours)

Topics Covered:

- Enabling and saving files with Macros

- Recording Macros for repetitive tasks

- Assigning buttons to run Macros

- Basic introduction to VBA and editing recorded code

Activity:
✓ Record a macro for formatting reports, assign it to a button, and explore the VBA editor

✅ End of Course Add-ons:

- **Practice File Set + Sample Dashboard Template**

- **Certificate of Completion Template**