

Excel Accelerator: Data Tools & Dashboards

"Fast-track your Excel skills with real-world applications."

Duration: 6 Days (4 Hours Per Day)

Day 1 – Excel Refresher & Data Tools (4 hours)

- Quick Refresher: Important Excel concepts (cells, ranges, tables, named ranges)
 - Working with large datasets – Freeze Panes, Split, Navigation tips
 - Data Tools:
 - Sorting (custom sort, multi-level sort)
 - Filtering (auto filter, advanced filter)
 - Flash Fill for quick formatting & extraction
 - Data Consolidation across multiple sheets/workbooks
 - Data Validation (drop-down lists, custom rules, error alerts)
 - **Hands-on exercises throughout**
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Day 2 – Lookup & Reference Functions (4 hours)

- Understanding relative, absolute, and mixed references
 - Lookup functions:
 - VLOOKUP (exact & approximate match)
 - HLOOKUP
 - XLOOKUP (modern replacement for VLOOKUP/HLOOKUP)
 - Nested lookup examples for real-life scenarios
 - **Practice: Creating a product price lookup sheet**
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Day 3 – Logical & Conditional Functions (4 hours)

- IF, IFS, Nested IFs
 - AND, OR within IF statements
 - SUMIF, SUMIFS
 - COUNTIF, COUNTIFS
 - Using IFERROR for cleaner results
 - Conditional formatting (highlighting rules, formulas in formatting)
 - **Mini-project: Automating a sales performance report with logical formulas + formatting**
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Day 4 – Text & Date Functions (4 hours)

- Text Functions: LEFT, RIGHT, MID, LEN, TRIM, PROPER, UPPER, LOWER
 - FIND, SEARCH, REPLACE, SUBSTITUTE
 - CONCAT, TEXTJOIN, & "&" operator
 - Date & Time Functions: TODAY, NOW, DAY, MONTH, YEAR
 - DATEDIF, NETWORKDAYS, EDATE, EOMONTH
 - Practical Scenarios: Age calculation, project timelines, cleaning messy text data
 - **Practice: Employee attendance & reporting project**
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Day 5 – Pivot Tables & Pivot Charts (4 hours)

- Creating PivotTables from raw data
- Grouping, filtering, sorting in PivotTables
- Value field settings (Sum, Count, % of Total, Running Total)
- Slicers and Timelines for interactive analysis
- PivotCharts – connecting visuals to PivotTables
- **Small Project: Building a Pivot-based Sales Analysis Dashboard**

Day 6 – Interactive Dashboards & Advanced Tools (4 hours)

- Quick recap of all topics
- Building an Interactive Dashboard:
 - Combining PivotTables, PivotCharts, Slicers
 - Using Conditional Formatting for KPI highlights
 - Creating drop-down-driven analysis (Data Validation + Formulas)
- What-If Analysis: Scenario Manager, Goal Seek
- Introduction to Power Query basics (import & clean data)
- **Final Project: Create a fully interactive dashboard**

✓ **Delivery Style:** Each day includes **explanation → guided practice → mini-project → recap.**

✓ **Breaks:** One 15-min break included each day in the middle.

✓ **End Outcome:** Participants will be able to **analyze, clean, transform, and present data** through practical Excel dashboards.