Excel Training FOR VR Group

Session 1: Excel Basics & Essential Functions

(3 Hours)

📌 **Introduction to Excel & Formula Basics**

- Understanding the Excel interface

- Math Operators and the Order of Operations

- Entering Formulas

- Relative, Absolute, and Mixed Cell References

- Using Fill Handle

📌 **Basic Functions**

- AutoSum, Average, Max, Min, Count

- Text Functions: Proper, Lower, Upper, Concat

📌 **Working with Lists**

- Sorting Data in Lists

- Filtering Data in Lists

- Removing Duplicates from Lists

Session 2: Advanced Functions & Data Handling

(3 Hours)

📌 **Logical & Conditional Functions**

- IF Function

- AND, OR, Nested IF(), IFS()

📌 **Criteria-Based Calculations**

- COUNTIF(), COUNTIFS()

- SUMIF(), SUMIFS()

- AVERAGEIF(), AVERAGEIFS()

📌 **Lookup & Date Functions**

- VLOOKUP, HLOOKUP, LOOKUP

- YEAR, MONTH, and DAY Functions

📌 **List Management**

- Adding Subtotals

- Formatting Data as a Table

- Moving between Tables and Ranges

Session 3: Data Formatting & Data Tools

(3 Hours)

📌 **Table Customization & Formatting**

- Modifying Tables & Styles

- Defining Titles

- Using the Total Row Option

📌 **Conditional Formatting**

- Applying Built-in Conditional Formatting

- Formula-Based Conditional Formatting

📌 **Data Tools for Analysis**

- Converting Text to Columns

- Linking to External Data

- Data Validation (Setting Rules & Applying Restrictions)

📌 **Data Consolidation & What-If Analysis**

- Consolidating Data

- Goal Seek & Using Goal Seek

Session 4: Protection, Pivot Tables & Pivot Charts

(3 Hours)

📌 **Worksheet & Workbook Protection**

- Protecting Worksheets and Workbooks

- Password Protecting Workbooks, Worksheets & Ranges

- Marking a Workbook as Final

📌 **Pivot Tables for Data Analysis**

- Creating Pivot Tables

- More Pivot Table Functionalities

- Inserting Slicers

- Multi-Select Option in Slicers

- Pivot Table Enhancements

📌 **Working with Pivot Charts**

- Inserting Pivot Charts

- Customizing Pivot Chart Settings

Session 5: Creating Dashboards & Interactive Reports

(3 Hours)

📌 **Building Interactive Dashboards**

- Creating Dashboards with Pivot Tables & Charts

- Creating Relationships Between Slicers & Pivot Tables/Charts

📌 **Advanced Visualization Techniques**

- Creating Timelines

- Using Slicer/Timeline Options

📌 **Final Dashboard Design & Best Practices**

- Designing Dashboard Layouts

- Using Themes to Make Interactive Dashboards

- Best Practices for Presenting Data

Session 6 and 7 : AI In Excel

📌 Using AI Tools With Excel

- Introduction ChatGPT 3.5 vs ChatGPT 4 .

- Built In Excel Al Tools

- Getting Started With ChatGPT For Excel

- Using ChatGPT for Excel Formulas

- Data Cleaning & Transformation using ChatGPT

- Data Analysis Using Chat GPT

📌 Generating API key

- Integrating ChatGPT with MS-Excel

- How to use copilot

- Attaching data to copilot and finding solutions