

BASIC – ADVANCED LEVEL EXCEL WORKSHOP

Topics	Coverage
Numeric/Statistical Functions	SUM, SUMIF, SUMIFS AVERAGE, AVERAGEIF, AVERAGEIFS COUNT, COUNTIF, COUNTA, COUNTBLANK MAX, MIN, LARGE, SMALL
Understanding References	Understanding References Relative References Absolute References Mixed References. Utilizing names for writing formulae.
Filter Advanced & Column Sorting	Basic-Advanced Filters ,Column Sorting
Logical Functions	If Function
	AND, OR Function
	Nested Functions
Conditional Formatting	Create Conditional Formatting
Date & Time Functions	TODAY, NOW
	DAY, MONTH, YEAR WEEKDAY
Working with Tables	Creating Table
	Exploring Table Design Tab, Slicers
Lookup & Array Functions	VLOOKUP , HLOOKUP, XLOOKUP
	MATCH , INDEX
Pivot Table	Understanding a Pivot Table ,Creating a Pivot table
	Working with Charts
More Functions	Basic Macro & Intro of AI