

Customize Excel for PMH

Course Duration: 16 Hours

Course code: PMH-EXL-ADV

1. Course Overview

This customized Excel training program for PMH is designed to enhance data management, reporting, and analysis skills. It focuses on practical, business-oriented use cases, enabling participants to efficiently handle data, automate tasks, and generate actionable insights using advanced Excel tools and functions.

2. What You'll Learn

- Advanced Excel formulas and functions
- Data cleaning and data validation techniques
- Pivot Tables and Pivot Charts for reporting
- Dashboard creation for business insights
- Automation using Macros (basic level)
- Data visualization using charts and conditional formatting
- Real-time business case problem solving

3. Target Audience

- PMH employees working with data and reports
- Operations and MIS executives
- Finance and accounts professionals
- Sales and marketing team members
- Anyone looking to improve Excel efficiency for business tasks

4. Pre-Requisites

- Basic knowledge of Microsoft Excel
- Familiarity with spreadsheets and simple formulas
- Understanding of basic business data (preferred but not mandatory)

5. Course Content

Module 1: Excel Fundamentals (Quick Recap)

- Workbook & worksheet management
- Basic formulas and shortcuts

Module 2: Data Handling & Cleaning

- Sorting, filtering, and data validation
- Removing duplicates and text functions

Module 3: Advanced Formulas

- IF, VLOOKUP, HLOOKUP, XLOOKUP
- INDEX & MATCH
- Logical and nested formulas

Module 4: Data Analysis Tools

- Pivot Tables and Pivot Charts
- Slicers and data segmentation

Module 5: Data Visualization & Dashboards

- Charts and graphs
- Conditional formatting
- Interactive dashboards

Module 6: Automation (Basic Macros)

- Recording macros
- Automating repetitive tasks

Module 7: Real-Time Use Cases

- Business reporting
- MIS dashboard creation
- Performance tracking

