

# Advanced Excel with Pivot Tables and Macros Training

**Course Duration: 08 Hours**

**Course Code: AEXL-PTM-01**

## 1. Course Overview

Advanced Excel with Pivot Tables and Macros Training is designed to help professionals master data analysis, automation, and reporting. This course covers advanced formulas, Pivot Tables, dashboards, and VBA Macros to improve productivity, streamline workflows, and make data-driven decisions efficiently in real-world business scenarios.

## 2. What You'll Learn

- Advanced Excel formulas and functions
- Data analysis using Pivot Tables and Pivot Charts
- Creating interactive dashboards
- Data cleaning and validation techniques
- Introduction to VBA (Visual Basic for Applications)
- Automating repetitive tasks using Macros
- Report generation and data visualization
- Working with large datasets efficiently

## 3. Target Audience

- Data analysts and MIS professionals
- Digital marketers and business analysts
- Finance and accounting professionals
- Operations and sales professionals
- Students and job seekers looking to enhance Excel skills

- Anyone who wants to automate and analyze data effectively

## 4. Pre-Requisites

- Basic knowledge of Microsoft Excel
- Understanding of simple formulas (SUM, AVERAGE, etc.)
- Familiarity with spreadsheets and data entry
- No prior programming knowledge required (for macros)

## 5. Course Content

### **Module 1: Advanced Excel Functions**

- Logical, Lookup & Reference functions (VLOOKUP, HLOOKUP, INDEX-MATCH)
- Text and Date functions

### **Module 2: Data Management**

- Data sorting, filtering, and validation
- Removing duplicates and data cleaning

### **Module 3: Pivot Tables & Pivot Charts**

- Creating and customizing Pivot Tables
- Grouping, slicing, and data summarization
- Interactive dashboards with slicers

### **Module 4: Data Visualization**

- Advanced charts and graphs
- Dashboard creation techniques

### **Module 5: Introduction to Macros & VBA**

- Recording and editing Macros

- VBA basics and syntax
- Automating reports and tasks

### **Module 6: Real-Time Projects**

- Business reporting dashboards
- Automated MIS reports

