

# Customised Excel Training

**Course Duration: 16 Hours**

**Course Code: CET-EXL-001**

## 1. Course Overview

Customised Excel Training is designed to meet specific business or individual requirements by focusing on practical, job-oriented skills. This course covers everything from basic Excel operations to advanced data analysis, automation, and reporting techniques. The training is tailored based on industry use cases, ensuring maximum productivity and real-world application.

## 2. What You'll Learn

- Excel fundamentals (interface, formulas, shortcuts)
- Data cleaning and data management techniques
- Advanced formulas (VLOOKUP, HLOOKUP, INDEX-MATCH, IF, etc.)
- Pivot Tables and Pivot Charts
- Data visualization using charts and dashboards
- Conditional formatting and data validation
- Automation using Macros and basic VBA
- MIS reporting and business analytics in Excel
- Working with large datasets efficiently

## 3. Target Audience

- Working professionals (Finance, Marketing, HR, Operations)
- Business analysts and MIS executives
- Students and freshers looking to improve employability

- Entrepreneurs and business owners
- Anyone who wants to improve productivity using Excel

## 4. Pre-Requisites

- Basic knowledge of computers
- Familiarity with MS Office (preferred but not mandatory)
- No prior Excel expertise required (customized for beginner to advanced levels)

## 5. Course Content

### Module 1: Excel Basics

- Introduction to Excel Interface
- Data entry and formatting
- Basic formulas and functions

### Module 2: Intermediate Excel

- Logical functions (IF, AND, OR)
- Lookup functions (VLOOKUP, HLOOKUP)
- Data sorting and filtering

### Module 3: Advanced Excel

- INDEX-MATCH and advanced formulas
- Pivot Tables and Pivot Charts
- Conditional formatting and dashboards

### Module 4: Data Analysis & Reporting

- Data validation and cleaning
- MIS reports creation

- Advanced charting techniques

### **Module 5: Automation**

- Introduction to Macros
- Recording and editing Macros
- Basics of VBA (as per requirement)

### **Module 6: Custom Use Cases**

- Industry-specific projects
- Real-time data handling scenarios
- Business reporting and automation tasks

