



# Certificate Course in Excel and Advanced Excel

Master Excel from basics to advanced data analysis and protection.

# Learning Outcomes

## Excel Skills

Understand and use basic and advanced Excel features.

## Data Management

Organize, analyze, and visualize data efficiently.

## Formulas & Pivot Tables

Apply formulas, functions, and pivot tables for data control.

## Data Protection

Use conditional formatting, validation, and protection tools.



# Module 1 & 2: Excel Basics and Data Handling

## Module 1: Introduction

- Interface overview
- Workbook and worksheet management
- Data entry and formatting
- Basic formulas and cell referencing

## Module 2: Data Handling

- Sorting and filtering
- Number, date, text formatting
- Conditional formatting
- Find and replace tools

# Module 3 & 4: Formulas and Advanced Functions

## Module 3: Basic Formulas

- SUM, AVERAGE, MIN, MAX
- COUNT functions
- IF statements and nested IF
- DATE, TIME, TEXT functions

## Module 4: Advanced Functions

- LOOKUP: VLOOKUP, HLOOKUP, XLOOKUP
- INDEX and MATCH
- IFERROR, ISERROR, ISBLANK
- INDIRECT, OFFSET, logical functions

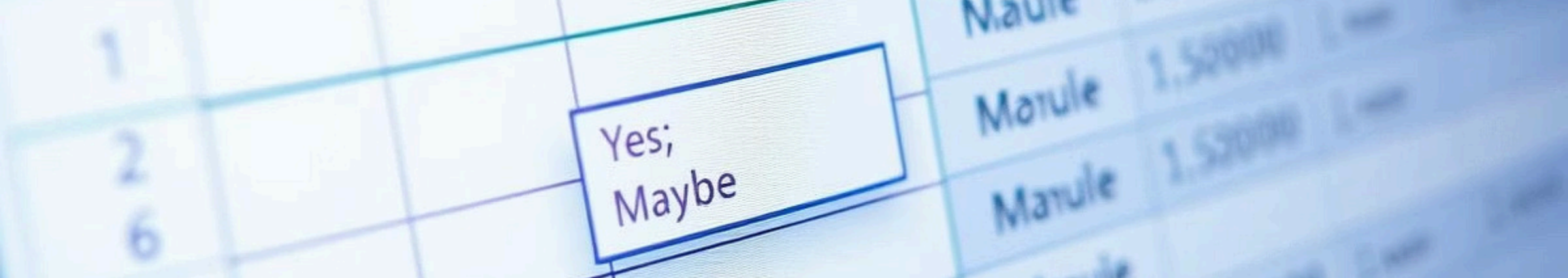
# Module 5 & 6: Data Analysis and Pivot Tables

## Module 5: Data Analysis

- Charts: Bar, Line, Pie, Combo
- Sparklines and Quick Analysis Tool

## Module 6: Pivot Tables

- Creating and filtering pivot tables
- Calculated fields and pivot charts
- Using slicers and timelines



# Module 7: Data Validation and Protection



## Validation Rules

Set data validation and dropdown lists.



## Error & Input Messages

Customize error alerts and input prompts.



## Protection

Protect worksheets, workbooks, and lock cells.

# Module 8: Advanced Data Tools

1

## Text to Columns & Flash Fill

Split and auto-fill data efficiently.

2

## Remove Duplicates

Clean data by eliminating duplicates.

3

## What-If Analysis

Use Goal Seek, Scenario Manager, and Data Tables.

4

## Solver Tool

Optimize solutions with Solver.

The screenshot displays the Microsoft Excel interface. The top ribbon shows the 'Data' tab, with the 'Flash Fill' button highlighted in the 'Data Tools' group. A red box is drawn around the 'Flash Fill' button. To the right, the 'Solver' tool is also visible, with a red circle around the 'Solver' button. The main worksheet area shows a table of data with columns labeled A, D, E, F, and G. The data in column E includes names like 'Ruoride Sizerlbo', 'Buoride Sizerlbo', and 'Auoride Sizerlbo'. The bottom right corner of the image contains a watermark that reads 'Made with GAMMA'.



# References & Certification

- Excel with Microsoft Excel by Naveen Mishra
- Excel Quick Start Guide by William Fischer
- Excel 2016 from Scratch by Peter Kalmström

**Certificate awarded after successful assessment.**

