



[Complete Practical; Real-time Job Oriented Training](#)

Thank you for contacting our **SQL School** Training Institute. We assure you 100% Practical, step-by-step Training on the Course.

Industry experts craft this Advanced Excel Course to meet real-world business needs.

The curriculum offers **comprehensive, hands-on training** in advanced Excel features, including **Pivot Tables, Data Analysis, Data Validation, Forecasting Tools**, and more. You'll gain expertise in auditing spreadsheets, building interactive dashboards, automating tasks, and easily managing large datasets. Learners will also **work on live projects** and learn how to collaborate effectively using Excel in a professional environment.

Whom we are?

Over 19 Years of strong commitment to training excellence, we assure you a 100% practical, step-by-step learning process paired with Assignments, Use Case Scenarios, and real-time project Implementations for your Resume and Job Work. We are sure you will have a wonderful journey with us.

1. What is Advanced Excel?

Advanced Excel refers to the **in-depth and specialized features of Microsoft Excel** used for professional data analysis, automation, and reporting. It includes complex formulas, dynamic dashboards, pivot tables, data validation. Excel is widely used in **finance, business analysis, data engineering, MIS reporting**, and various real-world data operations.

2. What are the Job Roles for Advanced Excel Professionals?

Professionals trained in Advanced Excel typically work in roles like:


1. **Data Analyst / MIS Analyst**
 2. **Business Analyst**
 3. **Financial Analyst**
 4. **HR Analyst / Operations Coordinator**
 5. **Data Entry Specialist (with Automation Skills)**
 6. **Reporting Analyst**
 7. **Excel VBA Developer**
-

3. Who can join this course?

This course is suitable for:

1. Graduates & Students
 2. Working Professionals (IT & Non-IT)
 3. Data Analysts & MIS Experts
 4. HR, Admin, and Finance Professionals
 5. Freelancers and Entrepreneurs
 6. Anyone looking to **boost their productivity with Excel**
 7. Job seekers aiming to build reporting and data handling skills
-

4. How do I join the course?

 Call or WhatsApp us at **+91 9666440801**

 Visit: www.sqlschool.com/schedules

Part 1: Basic Functions

Ch 1: Formula Basics <ul style="list-style-type: none"> ✓ Introduction to formulas and arguments ✓ Cell reference styles: relative, absolute, mixed ✓ Using mathematical and comparison operators ✓ Input methods for formulas ✓ Row and column freezing techniques 	Ch 2: Text Functions <ul style="list-style-type: none"> ✓ LEN, UPPER, LOWER, PROPER usage ✓ LEFT, RIGHT, MID, FIND, SEARCH ✓ CONCATENATE, TEXTJOIN, SUBSTITUTE ✓ CHAR, CODE, REPT, EXACT functions ✓ Text manipulation techniques 	Ch 3: Date & Time Functions <ul style="list-style-type: none"> ✓ Working with TODAY, NOW, DATE, TIME ✓ DAY, MONTH, YEAR breakdown ✓ NETWORKDAYS and WORKDAY calculations ✓ EOMONTH and DATEDIF applications ✓ Calculating durations and deadlines
Ch 4: Logical & Math Functions <ul style="list-style-type: none"> ✓ AND, OR, NOT logic combinations ✓ Mathematical functions like ROUND, MOD, INT ✓ Random number generation with RAND, RANDBETWEEN ✓ Arithmetic operations and conditional logic 	Ch 5: Statistical & Information Functions <ul style="list-style-type: none"> ✓ COUNT, COUNTA, COUNTIF, COUNTIFS ✓ AVERAGE, MAX, MIN, RANK functions ✓ ISNUMBER, ISERROR, ISTEXT checks ✓ ERROR.TYPE and INFO functions ✓ Data validation through information functions 	Ch 6: Lookup & Reference Functions <ul style="list-style-type: none"> ✓ VLOOKUP and HLOOKUP basics ✓ Using MATCH, INDEX, OFFSET ✓ INDIRECT, TRANSPOSE, ROW, COLUMN ✓ Creating dynamic data references ✓ Hyperlinking data within workbooks
Ch 7: Illustrations, Insert & Design Tools <ul style="list-style-type: none"> ✓ Inserting images, shapes, SmartArt ✓ Creating sparklines: Line, Column, Win/Loss ✓ Using WordArt, text boxes, symbols ✓ Adding headers, footers, and signature lines 	Ch 8: Themes & Page Setup <ul style="list-style-type: none"> ✓ Changing document themes and styles ✓ Setting page margins and orientation ✓ Adjusting print area and scaling ✓ Inserting/removing page breaks ✓ Print titles and layout control 	Ch 9: Named Ranges <ul style="list-style-type: none"> ✓ Creating static and dynamic named ranges ✓ Using names in formulas and charts ✓ Managing and editing named ranges ✓ Named ranges in dropdowns and pivots ✓ Best practices for naming conventions

Ch 10: Formula Auditing <ul style="list-style-type: none"> ✓ Tracing precedents and dependents ✓ Displaying and evaluating formulas ✓ Using the Watch Window tool ✓ Error checking techniques ✓ Troubleshooting formula issues 	Ch 11: Sort & Filter <ul style="list-style-type: none"> ✓ Sorting data by multiple levels ✓ Filtering by text, numbers, and color ✓ Using advanced filters with conditions ✓ Custom sorting methods ✓ Search-based filtering options 	Ch 12: Data Validation <ul style="list-style-type: none"> ✓ Creating static and dynamic validations ✓ Customizing input messages and alerts ✓ Dependent dropdown lists ✓ Highlighting invalid entries ✓ Clearing and managing validation rules
--	--	--

Part 2: Advanced Excel

Ch 13: External Data Connections <ul style="list-style-type: none"> ✓ Connecting to databases and websites ✓ Importing from CSV/text files ✓ Managing external data connections ✓ Refreshing linked data ✓ Removing old connections 	Ch 14: Data Tools <ul style="list-style-type: none"> ✓ Using Flash Fill and Text to Columns ✓ Removing duplicates efficiently ✓ Consolidating data across sheets ✓ Quick data formatting tools ✓ Simplifying large datasets 	Ch 15: Outline & Forecasting Tools <ul style="list-style-type: none"> ✓ Grouping and ungrouping data ✓ Creating subtotals ✓ Goal Seek analysis tool ✓ Data outlining strategies ✓ Forecasting trends with Excel tools
Ch 16: Protection & Security <ul style="list-style-type: none"> ✓ Worksheet and workbook protection ✓ Protecting specific ranges ✓ Locking and hiding cell content ✓ Encrypting Excel files ✓ User permissions and restrictions 	Ch 17: Comments, Notes & Views <ul style="list-style-type: none"> ✓ Adding and managing comments/notes ✓ Display and hide comment options ✓ Custom workbook views ✓ Page layout and break views Enhancing the document review process 	Ch 18: Workbook View & Show/Hide Options <ul style="list-style-type: none"> ✓ Normal vs Page Layout views ✓ Custom views for printing ✓ Showing/hiding gridlines, formula bar ✓ Display options for headers ✓ Managing workbook visibility

Ch 19: Pivot Tables - Basics <ul style="list-style-type: none"> ✓ Creating and formatting Pivot Tables ✓ Field selections and layout settings ✓ Inserting slicers and timelines ✓ Using filters effectively ✓ Understanding Pivot Table components 	Ch 20: Pivot Tables - Advanced <ul style="list-style-type: none"> ✓ Using calculated fields ✓ Connecting multiple pivot tables ✓ Modifying subtotal and grand total settings ✓ Report layout customizations ✓ Advanced pivot configurations 	Ch 21: Charts & Visuals <ul style="list-style-type: none"> ✓ Creating various chart types ✓ Chart design and formatting tools ✓ Using named ranges for dynamic charts ✓ Embedding charts in dashboards ✓ Enhancing visuals for analysis
Ch 22: Dashboards - Planning <ul style="list-style-type: none"> ✓ Planning dashboard structure ✓ Identifying key metrics to display ✓ Using Pivot Tables effectively ✓ Data layout for dashboards ✓ Best practices for design 	Ch 23: Dashboards - Building <ul style="list-style-type: none"> ✓ Adding slicers and visuals ✓ Aligning elements for consistency ✓ Creating interactive elements ✓ Combining multiple views ✓ Finalizing dashboard components 	Ch 24: Excel Best Practices <ul style="list-style-type: none"> ✓ Managing files and backups ✓ Using keyboard shortcuts ✓ Applying formatting standards ✓ Incorporating templates ✓ Real-time use cases in business

🔥 Choose **#SQLSchool** for your **#trainings** **#projects**

- ✓ Exclusively into SQL, AI Technologies
- ✓ 19+ Years of Continued Trust
- ✓ ISO Certified, MSME Regd.
- ✓ 120+ MNC Clients
- ✓ Practical, Step-by-Step Training

🔥 We assure you:

- ✓ Step-by-step Practical Classes
- ✓ 100% Interactive, Detailed Notes
- ✓ Real-Time Project Work
- ✓ Resume Guidance
- ✓ Mock Interviews, Job Assistance, more .. !

- 🔥 **For more details:** Reach us on Call/WhatsApp @ +91 9666 64 0801 / +91 9666 44 0801
- 🔥 **Address:** Sai Anu Avenue, Street #3, Patrika Nagar, Hitech City, Hyderabad, Telangana, 500081. India
- 🔥 **Location:** <https://maps.app.goo.gl/ZVfPGpVy7n8jGmcR9>

📁 📁 For Free Webinars, Unique & Useful Interview Questions, pls stay in touch:

👉 **WhatsApp Channel:** <https://bit.ly/3EN1IC3>

👉 **YouTube Channel:** www.youtube.com/sequelschool



Our Proud Alumni belongs to

TATA

Tech Mahindra

Infotech
Creating Business Impact

HCL

accenture

Xyenta
CONNECTING DATA

Mindtree

SUTHERLAND

IMImobile
Innovate | Engage | Connect | Deliver

FinThrive

NATIONAL ISLAMIC BANK

SQL SCHOOL
Premium Quality Training

MS SQL	DBA
Azure	Power BI
Fabric	AWS
Snowflake	DBT
Python	AI - ML
Postgres	DevOps

Ph: 9666 64 0801, 9666 44 0801

www.sqlschool.com

#202, Sai Anu Avenue, Patrika Nagar, Cyber Towers, Hitech City, Hyderabad, India.

Trending Job Roles

- Data Analyst
- Data Engineer
- Data Architect
- Data Scientist
- Developer, more .. !

Training Highlights

- ✓ Step by Step
- ✓ LIVE Project(s)
- ✓ Job Assistance
- ✓ Resume Guidance
- ✓ Concept wise FAQs