



LEAPUP
EDUTECH PVT. LTD.

ExcelPRO

CURRICULUM

FOR MORE DETAILS, CONTACT US ON 9820922371

Detailed Curriculum

Everything will be applied on Real Datasets

1. Data Modification 101

- i. Removing Duplicates
- ii. Creating Unique Keys for huge Datasets
- iii. Sort & Filter
- iv. Conditional Formatting
- v. Format Painter & Grouping of Data
- vi. Creating Tables & the Importance of it

2. Formulas 101

- i. Absolute vs Relative Referencing
- ii. Sum, Average, Count Formulas & BODMAS Application in Excel
- iii. Subtotal Formula & it's Importance
- iv. Rank Formulas (Small, Large, Min, Max)
- v. Quant Based Formulas (Mean, Median, Mode)
- vi. Text Based Formulas (Uppercase, Lowercase, Trim, Proper)
- vii. Finance Specific Formulas (Stdev, Var, Fv, Pv, Pmt, Xirr, Xnpv, Sln, Ddb)
- viii. Learn how to create a Loan Amortization Schedule & calculate Depreciation of an asset in Excel)
- ix. Look Up Formulas (Vlookup, Hlookup, Index Match)
- x. Time Based Formulas (If Error, Workday, Networkday)
- xi. Special formulas (N Formula, Sumproduct, Choose, Round)

3. Pivot Table 101

- i. Introduction to Pivot Tables
- ii. Importance of Pivot Tables
- iii. How it works & the elements forming Pivot Tables
- iv. Table Layouts
- v. Using Multiple Column Filters in one Column
- vi. Modifying Data & Showing it as Ranks & Percentages
- vii. Slicers & Timelines
- viii. Get Pivot Data Formula

4. Data Visualisation 101

- i. Understanding how to select the appropriate Data Visualisation
- ii. Line Chart
- iii. Bar Chart
- iv. Area Chart
- v. Pie & Donut Chart
- vi. Scatter Plot
- vii. Tree Maps
- viii. Sunburst Chart
- ix. Waterfall Chart
- x. Heatmaps
- xi. Combo Charts & Secondary Axis
- xii. Sparklines
- xii. Actual vs Budget Chart

5. Dashboard 101

- i. Understanding & Making Dynamic Lists
- ii. Introduction to Developer Controls
- iii. Combo Box
- iv. Check Box
- v. Spin Button
- vi. Option Button
- vii. Creating Dynamic Tables
- viii. Scenario Analysis
- ix. Using Macros
- x. Creating the Final Dashboard

6. Making your Job easier

- i. Linking Excel Cells with Powerpoint
- ii. Importing Excel Charts to Powerpoint
- iii. Automate sending Emails directly from Excel
- iv. Changing numbers to text