



ADVANCED MS – EXCEL SYALLABUS



Daily 1 Hour Batch = 1 Day

AINS COMPUTER INSTITUTE, Hadapsar

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• Total Tenure - 45 Days / 1.5 Month /45 Hours

Sr. No.	Part of Syllabus	No. of Days / Hours with Practical Lectures
A)	Theory	
i)	1) Formula & Functions Basics	2 Days
	<ul style="list-style-type: none">- Difference between Formula & Function- Formula drafting Mechanism without Google or Youtube help in the office- Types of Formula drafting- Formula Typing Methods- General Rules to be followed while you draft any kind of function into the MS – Excel without facing errors.- Formula correction Audit process	
ii)	2) Introduction to Function Categories	1 Day
	<ul style="list-style-type: none">- Financial – EMI- Logical - Comparative Conditions- Text - Editing of the Text- Date and Time - Time and Motion Study- Lookup & Reference – Find out the related information- Mathematical and Trigonometry – Critical Mathematical calculations within few seconds.- Statistical - Statistical calculations- Information – Data Cleaning- Array - multiple ranges and table calculation of text to numbers	
iii)	3) Financial Functions -	1 Day
	<ul style="list-style-type: none">- PMT Function and related Loan EMI, Interest and PV calculation	
iv)	Logical Functions -	10 Days

	Comparative Conditions for decision making in business – IF, AND, OR, AND with OR, NOT, IFNA, TRUE, FALSE, XOR, SWIFT, IFERROR	
v)	TEXT Functions -	2 Days
	- Editing and re construction of the text using – UPPER, LOWER, PROPER, TRIM, DOLLAR, REPLACE, CONCATENATE, SUBSTITUTE, MID, LEN and Flash Fill Function	
vi)	Date & Time Functions -	5 Days
	- HR Automation for Salary Slips, PF Calculation, Overtime and Appraisal Calculation, Security Cabin In Out Entries using – TODAY, NOW, TEXT, YEARFRAC, DATEDIF, EOMONTH, DAY, WORKDAY.INTL, NETWORKDAYS.INTL, CONVERT, Total Hours, Minute, Seconds and Years, Months and Days Calculation	
vii)	Lookup & Reference Functions	12 Days
	- Finding out the related records of the given value using – VLOOKUP, HLOOKUP, IFERROR, MATCH, CHOOSE, AREAS, COLUMN, COLUMNS, ROW, ROWS, REVERSE VLOOKUP, INDEX MATCH, CUBE, SQUARE ROOT, SQUARE, LOOKUP APP Development, Double VLOOKUP, Department wise VLOOKUP, Position wise VLOOKUP, XLOOKUP, 5 Years data retention Automation project using INDEX Match combination	
viii)	Statistical Functions -	4 Days
	- Critical Statistical Calculations using – SUM, AVERAGE, MAX, MIN, MAXA, MINA, COUNT, COUNTA, LARGE, SMALL, ISODD, ISEVEN, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, AVERAGEIFS, MINIFS, MAXIFS	
ix)	Array Functions -	3 Days
	- Calculating multiple data ranges and multiple tables with each other (huge data formulation) – SUMPRODUCT, SUMINDEX Combination	
x)	Chart Creation	2 Days
	- Creating 4 different types of charts in MS – Excel and doing related analytics – - Column Chart, Bar Chart, Pie Chart and Line Chart	
xi)	Pivot Table Automation	3 Days
	- Understanding the Analytical use of Pivot table and its benefits using below various Pivot automations –	

	- Date and Time Grouping, Calculated Fields, Pivot Slicers, Pivot Charts, Value Field Setting, Show Value as Tool, Attractive Pivot Table Design, Various Pivot Table Combinations	
	Total	45 Days / 1.5 Month / 45 Hours

- **After the completion of the course, a student can be able to –**
 - Draft his own formulas and functions without anyone’s help in the Office. Even least use of Google or Youtube will there while he/she drafts his own formulas as per management requirements.
 - Can do better data analytics
 - Can create critical formulation and automation projects for his company.
 - Will be confident for his Future MIS /WFM Automation career
 - Will be eligible to take admission in Advanced Excel (WFM / MIS Automation)

- **Job Opportunities after the completion of the Course –**
 - BPO / KPO / IT - MIS / WFM Sr. Associate, Manufacturing Plant Data Automation Consultant, Service Sector Consultant, Restaurant and Mall Software Consultant.

