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VIJAY KUMAR CHIRUTHA

EXCEL & ADVANCED EXCEL



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NON-IT COURSES

EXCEL & ADVANCED EXCEL – SYLLABUS

Module 1 – Introduction to Financial Accounting

Objective: Understand the basics and purpose of accounting.

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- 1. Meaning and Scope of Accounting**
- 2. Objectives and Functions of Financial Accounting**
- 3. Users of Accounting Information**
- 4. Accounting Concepts & Conventions**
- 5. Accounting Standards (Basic Overview – AS/Ind AS/IFRS)**
- 6. Accounting Equation**

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Module 2 – Basic Excel Functions

Objective: Perform simple calculations and data handling.

1. Cell Referencing (Relative, Absolute, Mixed)

2. Basic Arithmetic Formulas

3. Common Functions

- **SUM, AVERAGE, COUNT**
- **MAX, MIN**
- **TODAY, NOW**

4. AutoFill and Flash Fill

5. Sorting and Filtering (Basic)

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Module 3 — Data Formatting & Management

Objective: Organize and present data clearly.

1. Number Formatting

2. Conditional Formatting

3. Data Validation

4. Text Functions

- **LEFT, RIGHT, MID**
- **LEN, TRIM**

5. Find, Replace, and Remove Duplicates

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Module 4 — Charts & Visualization

Objective: Visualize data for analysis and reporting.

- 1. Types of Charts (Column, Bar, Line, Pie)**
- 2. Chart Customization**
- 3. Sparklines**
- 4. Using Charts for Business Reports**
- 5. Printing Charts & Dashboards**

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Module 5 – Intermediate Excel Functions

Objective: Perform logical and lookup operations.

1. Logical Functions

- **IF, AND, OR, IFERROR**

2. Lookup Functions

- **VLOOKUP, HLOOKUP**
- **XLOOKUP (Advanced)**

3. INDEX and MATCH

4. Date & Time Functions

5. Nested Functions

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Module 6 — Advanced Data Tools

Objective: Analyze large datasets efficiently.

1. Tables & Structured References

2. Pivot Tables

3. Pivot Charts

4. Slicers & Timelines

5. Subtotals and Grouping

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Module 7 — Advanced Excel Functions

Objective: Perform complex calculations and analysis.

1. Advanced Text Functions

- **CONCAT, TEXT, TEXTJOIN**

2. Statistical Functions

- **COUNTIF, SUMIF, AVERAGEIF**

3. Financial Functions

- **PMT, FV, NPV (Intro level)**

4. Dynamic Arrays

- **FILTER, SORT, UNIQUE**

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Module 8 – What-If Analysis & Forecasting

Objective: Evaluate scenarios and predictions.

- 1. Goal Seek**
- 2. Scenario Manager**
- 3. Data Tables**
- 4. Forecast Sheets**
- 5. Sensitivity Analysis**

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Module 9 — Excel Dashboards & MIS Reporting

Objective: Build professional dashboards.

- 1. Dashboard Design Principles**
- 2. Interactive Dashboards**
- 3. Using Pivot Tables in Dashboards**
- 4. Linking Multiple Sheets**
- 5. KPI & MIS Reports**

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Module 10 — Power Tools in Excel

Objective: Use modern Excel data features.

- 1. Power Query (Get & Transform Data)**
- 2. Data Cleaning & Merging**
- 3. Power Pivot (Introduction)**
- 4. Data Modeling**
- 5. DAX Basics**

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Module 11 — Macros & VBA (Advanced Excel)

Objective: Automate repetitive tasks.

1. Introduction to Macros

2. Recording Macros

3. VBA Editor Overview

4. Basic VBA Coding

5. User-Defined Functions

6. Automating Reports

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Module 12 — Excel for Business & Analytics

Objective: Apply Excel in real-world business scenarios.

- 1. Excel for Finance (Budgets, Cash Flow)**
- 2. Excel for HR (Attendance, Payroll Basics)**
- 3. Excel for Sales & Marketing Analysis**
- 4. Excel for Data Analysis & Reporting**
- 5. Case Studies & Mini Projects**



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- NEET, IIT-JEE FOUNDATION
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- SSC, BANKING, RAILWAYS EXAMS
- NCERTS, IB, STATE BOARD EXAMS
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THANK YOU SO MUCH

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