

Advance Excel (Data Entry Operator)

1. **Duration – 2 Months**
2. **Online Test-1**
3. **Final Exam – 1**
4. **Certificate**
5. **Branch – Dankaur, G.B. Nagar**

Registration Document

- ✓ Mark sheet – 10th/12th/Graduation/other
- ✓ Aadhar Card Photo Copy
- ✓ 2- Photo Passport size

Basic Excel Syllabus

1. Introduction to Excel

- Excel Interface (Ribbon, Tabs, Groups)
- Workbook vs Worksheet
- Cells, Rows, Columns, Ranges
- Save, Save As, Page Setup, Print

2. Basic Operations

- Data Entry (Text, Number, Date, Time)
- Copy, Cut, Paste, Fill Handle, Auto Fill
- Undo, Redo
- Cell Formatting (Font, Color, Size)

3. Formatting & Alignment

- Wrap Text, Merge & Center
- Increase/Decrease Indent
- Borders & Shading
- Number Formatting (Currency, %, Decimal)

4. Basic Formulas

- Addition, Subtraction, Multiplication, Division
- =A1+B1 , =A1-B1 , =A1*B1 , =A1/B1
- AutoSum

5. Basic Functions

- SUM, AVERAGE, MAX, MIN, COUNT, COUNTA

6. Charts & Graphs

- Column, Pie, Bar, Line Chart
- Chart Formatting

7. Basic Data Management

- Sorting (A-Z , Z-A)
- Basic Filter
- Find & Replace
- Spelling Check

8. Page Setup & Printing

- Page Orientation (Portrait/Landscape)
- Margins, Header & Footer
- Print Preview, Print Area

■ Advanced Excel Syllabus

1. Advanced Formulas

- AND, OR, NOT
- IF, Nested IF
- SUMIF, SUMIFS
- COUNTIF, COUNTIFS
- AVERAGEIF, AVERAGEIFS
- TEXT Functions (LEFT, RIGHT, MID, LEN, TRIM, PROPER)
- DATE Functions (TODAY, NOW, DAY, MONTH, YEAR, DATEDIF, EDATE)

2. Lookup Functions

- VLOOKUP
- HLOOKUP
- XLOOKUP (New)
- INDEX + MATCH
- LOOKUP

3. Data Analysis Tools

- Data Validation (Drop Down, Input Message)
- What-if Analysis (Goal Seek, Scenario Manager)
- Flash Fill
- Forecasting

4. Data Management

- Advanced Sorting
- Filter with Criteria
- Remove Duplicates
- Text to Columns

5. Conditional Formatting

- Data Bars, Color Scales, Icon Sets
- Formula-based rules

6. Pivot Table & Pivot Chart

- Creating Pivot Table
- Value Field Settings (Sum, Count, Avg)
- Grouping, Subtotal, Filter, Slicer
- Pivot Charts

7. Dashboard Elements

- Slicers, Timelines
- Interactive Charts
- Custom Formatting

8. Power Query / Get & Transform

- Import Data from Excel, CSV
- Clean Data, Merge, Append
- Unpivot Columns
- Query Editor

9. Power Pivot & DAX (Optional)

- Data Model Relationships
- DAX Basics (SUM, CALCULATE, TOTALYTD)

10. Macro & Automation (Optional)

- Developer Tab
- Record Macro
- Basic VBA Introduction

✓ Bonus Topics

- Protection (Sheet, Workbook, Password)
- Template Creation
- Shortcuts & Productivity Tips

Sheet Record Name (Important Format)

1. Student Fee Record
2. Fee Receipt Print for Search Roll No Data
3. Milk Record Basic & Advance
4. Milk Receipt Print for Search Data
5. School Attendance Sheet
6. Company Attendance with Salary Sheet
7. Attendance with Overtime Sheet
8. Searching Payslip / Payment Slip
9. Receive, Payment & Balance Sheet with Chart Dashboard
10. Income & Expenses Record
11. Stock Record – Sales, Purchase & Closing Stock
12. Interest Calculation / Emi Calculation
13. Date of Birth Calculation
14. Cash/Bank Statement Record
15. Mark sheet All Student with Searchable Data
16. PG Hostel Record / PG Fee Receipt
17. Data Entry / Office work
18. Hospital Invoice with GST Tax
19. Sales Invoice with GST Tax
20. Searchable Record in Excel