



**BUSINESS
INTELLIGENCE
LAB**
Rapid Solution For Business Intelligence

MICROSOFT EXCEL TRAINING PROGRAM

2026

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... Excel Beginner Level

- What is Excel
- Interface Overview (Ribbon, Workbook, Worksheet)
- Rows, Columns, Cells
- Navigation & Shortcuts

Module 2 Data Entry & Formatting

- Entering & Editing Data
- Cell Formatting (Font, Color, Borders)
- Number Formatting (Currency, Date, Percentage)
- Copy, Paste & Fill Handle

- Introduction to Formulas
- Arithmetic Calculations
- Functions: SUM, AVERAGE, COUNT, MIN, MAX
- AutoSum

Module 1

Introduction to Excel

Module 3

Basic Formulas & Functions



- Insert, Delete, Rename Sheets
- Move & Copy Sheets
- Save & Open Files
- Page Setup & Printing

Module 5

Basic Data Handling

- Sorting
- Filtering
- Find & Replace
- Remove Duplicates

Module 4

Managing Worksheets & Workbooks



Excel Intermediate Level

- IF Function
- COUNTIF / SUMIF
- Text Functions (LEFT, RIGHT, MID, LEN, TRIM)
- Date Functions (TODAY, NOW)

Module 6 **Intermediate Functions**

Module 7 **Data Visualization**

- Charts (Bar, Column, Line, Pie)
- Chart Formatting
- Conditional Formatting
- Sparklines



- Data Validation (Dropdown Lists)
- Input Restrictions
- Protect Sheet & Workbook

Module 8

Data Validation & Protection

Module 9

Lookup & Reference Functions

- VLOOKUP / HLOOKUP
- XLOOKUP
- INDEX & MATCH
- Named Ranges

- Creating Tables
- Table Formatting
- Sorting & Filtering
- Structured References

Module 10

Working with Tables

... Excel Advanced Level

- Nested IF
- AND, OR Functions
- IFERROR
- Advanced Text & Date Functions

Module 11

Advanced Functions

Module 12

Data Entry & Formatting

- Creating Pivot Tables
- Data Summarization
- Pivot Charts
- Slicers & Timelines

- Flash Fill
- Text to Columns
- Error Handling
- Data Cleaning Techniques

Module 13

Data Cleaning & Preparation



- Introduction to Power Query
- Import & Transform Data
- Basic Data Shaping

Module 14

Power Tools (Intro)

Module 15

What-If Analysis

- Goal Seek
- Scenario Manager
- Data Tables

- Macro Recording
- Running Macros
- Basic VBA Concepts

Module 16

Macros & Automation

Module 17

Dashboard & Reporting

- Interactive Dashboards
- KPI Design
- Using Charts + Pivot + Slicers
- Reporting Best Practices