



MIS

Excel

OUR MISSION :

"Our mission is to empower learners worldwide through innovative technology, personalized learning experiences, and accessible educational resources. We strive to cultivate a community where every individual can achieve their full potential, regardless of their background or circumstances."

OUR VALUES :

"To pioneer the future of education by leveraging cutting-edge technology to make learning more engaging, effective, and inclusive. We envision a world where education transcends boundaries, creating opportunities for lifelong learning and fostering a society enriched by knowledge and creativity."



COURSE CURRICULUM:

Week 1: Advanced Data Functions & Data Management

Session 1: Mastering Advanced Functions

- **Recap: SUMIFS, COUNTIFS, and Array Functions**
- **Text Functions (LEFT, RIGHT, MID, FIND, SEARCH, SUBSTITUTE)**
- **Lookup Functions: Advanced Applications of VLOOKUP, HLOOKUP**
- **Introduction to INDEX-MATCH and combining with other functions**

Session 2: Advanced Data Validation & Error Handling

- **Complex Data Validation Techniques**
- **Using INDIRECT, OFFSET for Dynamic Ranges**
- **Error Handling Functions: IFERROR, IFNA, and more**
- **Auditing Formulas and Tracing Dependents/Precedents**

COURSE CURRICULUM:

Week 2: Pivot Tables and Data Summarization

Session 3: Advanced Pivot Table Techniques

- **Recap and Refresh: Pivot Table Basics**
- **Creating Multi-Level Pivot Tables**
- **Using Calculated Fields and Items**
- **Grouping Data in Pivot Tables: Dates, Values**

Session 4: Pivot Charts & Slicers

- **Customizing Pivot Charts for Data Visualization**
- **Connecting Pivot Tables to Pivot Charts**
- **Slicers and Timelines for Interactive Dashboards**

COURSE CURRICULUM:

Week 3: Power Query & Data Transformation

Session 5: Introduction to Power Query

- **Importing Data from Multiple Sources**
- **Data Cleansing and Transformation Techniques**
- **Merging and Appending Queries**

Session 6: Advanced Power Query Techniques

- **Creating Custom Columns**
- **Using Parameters and Query Dependencies**
- **Automating Data Imports with Power Query**

COURSE CURRICULUM:

Week 4: Power Pivot and Data Modeling

Session 7: Power Pivot Fundamentals

- **Introduction to Power Pivot**
- **Understanding Data Models and Relationships**
- **Loading Data into the Data Model**

Session 8: DAX Basics for Data Analysis

- **Introduction to DAX (Data Analysis Expressions)**
- **Basic DAX Functions: CALCULATE, FILTER, and RELATED**
- **Using DAX for Aggregation and Time Intelligence**

COURSE CURRICULUM:

Week 5: Advanced DAX and Complex Data Modeling

Session 9: Advanced DAX Techniques

- **Understanding Evaluation Context**
- **Advanced Calculated Columns and Measures**
- **Using DAX for Advanced Time Intelligence (YTD, MTD, QTD)**

Session 10: Creating Complex Data Models

- **Building Relationships Across Multiple Tables**
- **Handling Many-to-Many Relationships**
- **Using Hierarchies and KPIs in Data Models**

COURSE CURRICULUM:

Week 6: Advanced Data Visualization & Reporting

Session 11: Excel Dashboards

- **Designing Dynamic and Interactive Dashboards**
- **Linking Data to Visual Elements**
- **Combining Multiple Charts and Visuals**

Session 12: Conditional Formatting for Visual Analysis

- **Advanced Conditional Formatting Rules**
- **Custom Conditional Formatting with Formulas**
- **Visualization Techniques with Sparklines and Heat Maps**

COURSE CURRICULUM:

Week 7: Excel Macros and Automation

Session 13: Introduction to Macros

- **Recording and Running Macros**
- **Assigning Macros to Buttons and Shapes**
- **Understanding the Excel Object Model**

Session 14: Editing Macros with VBA

- **Modifying Recorded Macros in VBA**
- **Using Loops and Conditions in VBA**
- **Error Handling in VBA**

COURSE CURRICULUM:

Week 8: Advanced VBA & Project Automation

Session 15: Advanced VBA Techniques

- **Writing Complex VBA Procedures**
- **Automating Pivot Tables and Charts with VBA**
- **Interacting with Other Applications (e.g., Outlook)**

Session 16: Final Project and Best Practices

- **Developing a Complete Automated Solution**
- **Best Practices in VBA and Excel Automation**
- **Course Review and Final Q&A**

COURSE CURRICULUM:

Project Work

- **Throughout the Course:**
 - **Weekly case studies and assignments related to each topic**
 - **A final project that integrates various HR strategies and practices**
 - **Presentation and peer review of the final project**

Our Partners Company's



The logo consists of the letters 'TS' in a large, bold, black, sans-serif font. The letters are contained within a white circular shape that has a slight 3D effect, appearing to be a sticker or a piece of paper with a shadow on the right side. The background of the entire image is a dark, semi-transparent overlay of a group of people in a meeting, looking at a laptop screen.

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THANK YOU

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