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2. **Data Visualization Made Simple**

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5. **Boost Productivity with Shortcuts**

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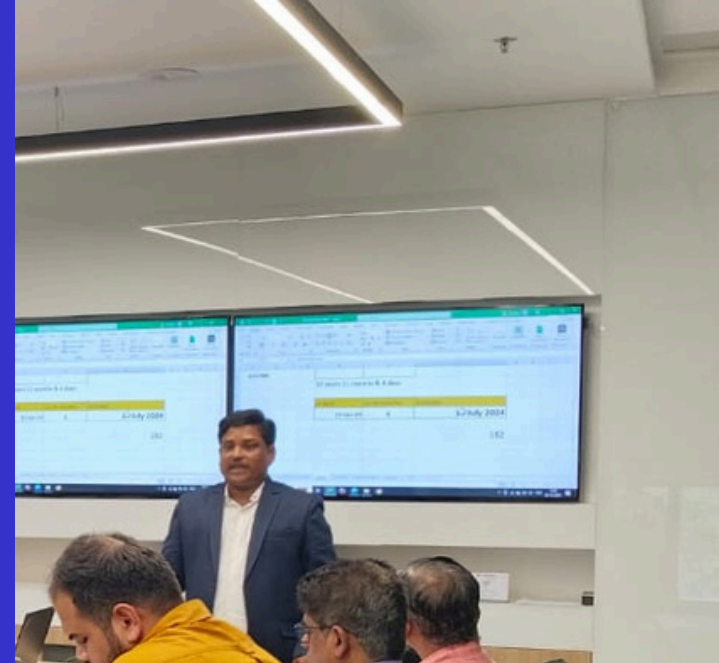
7. **Interactive and Engaging Learning**

Get in touch!

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Trainer Name

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12+ yrs exp

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> "Education is not the filling of a pail, but the lighting of a fire."

Our Mission & Values

Our mission at Saisantosh Technologies is to provide expert Basic & Advanced excel education, equipping individuals with the skills and strategies needed to succeed in trading and investing.

We are committed to excellence, integrity, practical learning, and empowering people with real-world stock market knowledge for financial success.

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Basic & Advanced Excel Syllabus

Introduction to Excel

- Overview of Excel interface
- Understanding workbooks, worksheets, and cells
- Navigating within a workbook
- Creating, opening, and saving workbooks

Data Entry and Formatting

- Entering data into cells
- Editing and deleting data
- Formatting text, numbers, and cells
- Using cell styles and themes

Basic Formulas and Functions

- Introduction to formulas and functions
- Arithmetic operations (addition, subtraction, multiplication, division)
- Using common functions (SUM, AVERAGE, MAX, MIN)
- Writing basic formulas (cell references, operators)

Working with Ranges and Data Tables

- Selecting and manipulating ranges
- Copying, cutting, and pasting data
- Using autofill and flash fill
- Creating and formatting tables

Managing Worksheets and Workbooks

- Inserting, deleting, and renaming worksheets
- Moving and copying worksheets
- Grouping and ungrouping worksheets
- Managing multiple workbooks

Sorting and Filtering Data

- Sorting data in ascending and descending order
- Filtering data by criteria
- Using advanced filter options
- Using conditional formatting

Charts and Graphs

- Creating basic charts (bar, column, line, pie)
- Formatting and customizing charts
- Adding titles, labels, and legends
- Using recommended charts

Printing and Sharing

- Page setup options (margins, orientation, scaling)
- Printing worksheets and workbooks
- Sharing workbooks and collaborating with others
- Protecting worksheets and workbooks

Introduction to Data Analysis Tools

- Introduction to PivotTables
- Creating PivotTables from data
- Filtering and summarizing data with PivotTables
- Introduction to data analysis tools (What-If Analysis, Goal Seek, Scenario Manager)

Formulas and Functions

1. Arithmetic and Trigonometric Functions
   - SUM, PRODUCT, QUOTIENT, etc.
   - SIN, COS, TAN, etc.
2. Statistical Functions
   - AVERAGE, MEDIAN, MODE, etc.
   - STDEV, VAR, CORREL, etc.
3. Text Functions
   - LEN, LOWER, UPPER, etc.
   - CONCATENATE, TEXTJOIN, etc.
4. Date and Time Functions
   - TODAY, NOW, DATE, etc.
   - HOUR, MINUTE, SECOND, etc.

5. Logical Functions
   - IF, IFERROR, IFBLANK, etc.
   - AND, OR, NOT, etc.
6. Lookup and Reference Functions
   - VLOOKUP, INDEX/MATCH, etc.
   - HLOOKUP, LOOKUP, etc.
7. Financial Functions
   - PMT, IPMT, PPMT, etc.
   - XNPV, XIRR, etc.
8. Information Functions
   - ISNUMBER, ISTEXT, ISBLANK, etc.
   - TYPE, ERROR.TYPE, etc.
9. Cube Functions (for PowerPivot and Power BI)
   - CUBEVALUE, CUBERANKEDMEMBER, etc.

Data Analysis Techniques

- Advanced sorting and filtering techniques
- Subtotal function for data analysis
- Data validation and drop-down lists
- Conditional formatting with formulas

Advanced Data Tables and What-If Analysis

- Introduction to Data Tables
- Creating one-variable and two-variable Data Tables
- Using Goal Seek for scenario analysis
- Scenario Manager for managing multiple scenarios

Advanced PivotTables and PivotCharts

- Grouping and ungrouping data in PivotTables
- Calculated fields and items in PivotTables
- Slicers and Timelines for interactive analysis
- Creating PivotCharts from PivotTables

Advanced Charting and Graphs

- Dynamic charts with named ranges
- Customizing chart axes and labels
- Creating combination charts
- Trendlines and forecasting in charts

Data Cleaning and Transformation

- Text-to-columns for data splitting
- Removing duplicates and managing errors
- Using Flash Fill for data cleaning
- Introduction to Power Query for data transformation

Collaboration and Data Protection

- Sharing workbooks and managing changes
- Tracking changes and comments
- Protecting worksheets and workbooks with passwords
- Managing external data connections

Dynamic Array Functions

- Sort
- Filter
- Unique
- Xlookup
- Xmatch
- Wrapcols
- Wraprows
- Textsplit

Advanced Data Analysis Techniques

- Advanced Filtering:
- Advanced Filter
- Dynamic filtering with formulas

Statistical Functions:

- AVERAGEIFS, COUNTIFS, SUMIFS
- Statistical analysis functions: STDEV.P, VAR.P, etc.

Database Functions:

- DSUM, DCOUNT, DMAX, DMIN
- Using D functions with criteria

Working with Large Data Sets:

- Excel Tables and structured references
- Data Model and Power Pivot for larger datasets

Advanced PivotTable Techniques

- Calculated Fields and Items
- Grouping and Sorting Options
- Slicers and Timelines:
- Advanced filtering techniques
- Connecting multiple PivotTables with slicers
- PivotTable Options:
- Custom layouts and designs
- Conditional formatting within PivotTables

Advanced Charting and Visualization

- Sparklines and Data Bars
- Advanced Chart Types:
- Waterfall charts
- Pareto charts
- Heatmaps
- Dynamic Charts:
- Using dynamic ranges and formulas
- Chart animations and interactivity

Review and Practice

- Review of key concepts and functions
- Hands-on practice exercises and projects
- Troubleshooting common issues
- Tips and shortcuts for efficient Excel usage

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