

EXCEL MASTERY COURSE

Beginner to Advanced - 1 Month Practical Program

Learn Excel from fundamentals to advanced formulas, analysis, visualization and automation.

Duration 1 Month	Classes 3 per Week	Total Classes 12	Course Fee INR 3,999
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Program Overview

A compact, practical Excel program designed to help learners move from basic spreadsheet operations to advanced formulas, data analysis, visualization and introductory automation. The course is structured around hands-on practice and real Excel tasks.

- **Level:** Beginner to Advanced
- **Format:** Practical Classes + Exercises + Final Project
- **Best For:** Students, Office Professionals, Business Owners and Job Seekers

1-Month Curriculum

Week	Class 1	Class 2	Class 3
Week 1 - Excel Basics	Excel Interface, Workbook, Worksheet, Cells	Data Entry, Editing & Formatting	Basic Formulas: SUM, AVERAGE, COUNT, MIN, MAX
Week 2 - Data Management	Rows, Columns, Ranges & Tables	Sorting, Filtering & Conditional Formatting	IF, COUNTIF, SUMIF + Practical Exercises
Week 3 - Advanced Excel	VLOOKUP, HLOOKUP & XLOOKUP	INDEX-MATCH + Multiple Sheet Linking	PivotTables & PivotCharts
Week 4 - Analysis & Automation	Charts, Sparklines & Data Visualization	Goal Seek, Solver + Data Consolidation	Macros, VBA Basics + Final Project & Tips

Course Outcome

- Work confidently with Excel workbooks, worksheets and structured data.
- Use essential formulas and lookup functions for day-to-day tasks.
- Sort, filter, format and analyze data efficiently.

- Create PivotTables, PivotCharts and professional visual reports.
- Use Goal Seek, Solver and multiple-sheet workflows for analysis.
- Understand the basics of Macros and VBA for simple task automation.

Excel Mastery Course

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