# About QuickXpert Infotech

## Empowering Careers Since 2014

QuickXpert Infotech is a leading IT training institute for Job-Focused courses with Industry-relevant skills & our 100% Proven Placement Framework, helping students build successful IT careers. Since 2014, we have trained thousands of students and prepared them for real-world jobs with hands-on learning, live projects, AI-powered tools, internships, and end-to-end placement support.

Whether you're a student, graduate, working professional, or career changer, our courses are designed to help you gain the skills companies are looking for.

## Why Choose QuickXpert Infotech?

- 10+ Years of Excellence
- 100% Practical & Job-Oriented Training
- AI-Integrated Courses
- Classroom, Online & Hybrid Learning
- Live Projects & Internship Opportunities


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- Industry Expert Trainers & Professional Guidance
- Resume Building & Interview Preparation
- 1000+ Hiring Companies Network
- Dedicated Team & Early Placement Initiation
- Proven Placement Framework
- Industry-Recognized Certification
- Reasonable Fees
- Free Demo Session & more

## Our Popular Courses

- Full Stack Development
- Data Science & Data Analytics
- Cyber Security
- Software Testing
- Cloud Computing
- Artificial Intelligence (AI)
- Digital Marketing
- Database Technologies
- & more

# About Our AI-Powered Adv. Excel & Excel Analytics Training

## Master Excel & Excel Analytics

Advanced Excel is one of the most essential and widely used skills across every industry. Businesses rely on Excel for data analysis, reporting, automation, budgeting, and decision-making. Professionals with strong Excel skills are highly valued in finance, sales, HR, operations, MIS, and business analytics roles.


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At QuickXpert Infotech, you'll learn through practical training, real-world datasets, hands-on assignments, automation techniques, and industry-based projects to become job-ready.

## What You'll Learn

- Excel Fundamentals & Advanced Features
- Formulas & Functions
- Lookup Functions (VLOOKUP, HLOOKUP, XLOOKUP)
- Pivot Tables & Pivot Charts
- Data Validation & Conditional Formatting
- Dashboards & Data Visualization
- Charts & Graphs
- Power Query Basics
- Data Cleaning & Data Analysis
- MIS Reporting
- Macros & VBA Basics
- AI Tools for Excel
- Live Projects & Interview Preparation

## Who Can Join?

- Students after 12th
- Graduates & Freshers
- Working Professionals
- Finance Professionals
- Accountants
- MIS Executives
- Data Entry Operators
- Business Owners
- Job Seekers
- Anyone interested in building a career with Advanced Excel


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## Career Opportunities

- MIS Executive
- Data Analyst
- Excel Specialist
- Reporting Executive
- Operations Executive
- Business Analyst
- Accounts Executive
- Finance Executive
- Data Management Executive
- Senior MIS Analyst (with experience)

## Certifications & Recognitions

Skill India
कौशल भारत - कुशल भारत

nasscom

futureskills prime
A MeitY - NASSCOM Digital Skilling Initiative

CERTIFIED ISO 9001:2015 CERTIFIED

सत्यमेव जयते
MSME
MICRO, SMALL & MEDIUM ENTERPRISES
सूक्ष्म, लघु एवं मध्यम उद्यम

**Learn from industry experts, work on live projects, earn a recognized certificate, and get placement assistance to kick-start your career.**


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# TOOLS COVERED

- Microsoft Excel
- Microsoft 365 (Office 365)
- Microsoft Copilot
- ChatGPT
- Power Query
- Power Pivot
- Power BI
- VBA (Visual Basic for Applications)
- Macros
- PivotTables
- PivotCharts
- XLOOKUP
- Data Validation
- Conditional Formatting
- Scenario Manager

and Many More...



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# Syllabus

## Introduction

- Introduction.
- Office 365 Installation and Office Live.

## Excel Interface

- Understand the Excel interface.
- Learn basic navigation and data entry.
- Workbook vs. Worksheet
- Ribbon, Tabs, and Menus
- Cells, Rows, Columns
- Name Box and Formula Bar
- Using the Go To command

## Data Entry and Basic Formatting

- Entering text, numbers, and dates
- Editing cell contents
- Basic formatting (font, size, color, cell alignment)

## Saving and Managing Workbooks

- Saving, opening, and closing workbookss
- Save As options (different formats)


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## Summary Functions

- SUM, AVERAGE, MIN, MAX, SUMIF, COUNTIF, AVERAGEIF, SUMIFS, COUNTIFS, AVERAGEIFS
- Using AutoSum

## Cell Referencing

- Relative vs. Absolute References
- Mixed References

## Sorting and Filtering Data

- Sorting by one or multiple columns
- Applying filters to display specific data

## Tables

- Creating and formatting tables
- Table styles and features (Total Row, Header Row)

## Data Validation

- Creating drop-down lists
- Setting data entry rules
- Conditional formatting using ifs function, greater than, lower than and equal between, colors, color scales, data bars & Icon sets


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## Advanced formulas and functions

- Logical Functions - IF, AND, OR, NOT
- Lookup Functions - VLOOKUP, VLOOKUP WITH MATCH FUNCTION, VLOOKUP WITH COLUMN & ROW FUNCTION, VLOOKUP WITH SEQUENCE FUNCTION, VLOOKUP WITH CURLY PARANTHESIS FUNCTION, VLOOKUP WITH SUMIF, SUMIFS, COUNTIF & COUNTIFS FUNCTIONS, VLOOKUP WITH MATCH FUNCTION, INDEX & MATCH, XLOOKUP, XLOOKUP WITH CONCATENATE FUNCTIONS
- Text Functions - CONCATENATE, LEFT, RIGHT, MID, LEN
- Date and Time Functions - TODAY, NOW, DATE, TIME, YEAR, MONTH, DAY, EOMONTH
- Office 365 function - Transpose, Textjoin, Sequence, Filter, Xlookup
- Vstack & Hstack
- Aggregate and many more
- Analyze data using built-in Excel tools

## PivotTables

- What is a PivotTable?
- Creating PivotTable
    - Preparing your data
    - Inserting a PivotTable from various data sources
    - Understanding PivotTable Components
    - Rows, Columns, Values, and Filters areas
    - Field List and Field Settings
- Basic Operations
    - Adding and arranging fields


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  - Sorting and filtering data within PivotTables
  - Grouping data (by dates, numbers, etc.)
- Customizing PivotTables
  - Changing the layout and style
  - Using different PivotTable layouts (Compact, Outline, Tabular)
  - Formatting numbers and cells
- Calculations in PivotTables
  - Adding calculated fields and items
  - Using summary functions (SUM, COUNT, AVERAGE, etc.)
  - Showing values as percentages, differences, rankings
- PivotTable Options and Settings
  - Understanding PivotTable options
  - Refreshing data in PivotTables
  - Changing data source
- PivotCharts
  - Creating PivotCharts from PivotTables
  - Customizing and formatting PivotCharts
  - Understanding the relationship between PivotTables and PivotCharts
- Advanced Pivoting Techniques
  - Creating dynamic PivotTables with named ranges
  - Using Power Pivot to manage large data sets
  - Connecting PivotTables to external data sources
  - Create and customize advanced charts and graphs

## Creating Charts


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- Column, Bar, Line, Pie, and Combo charts
- Customizing chart elements (titles, axes, legends)
- Using Sparklines - Creating line, column, and win/loss sparklines
- Advanced Chart Techniques
    - Dynamic charts with named ranges
    - Using secondary axes

## Macros and VBA (Task Automation) (as required)

- Introduction to Macros
    - Recording and running macros
    - Macro security settings
- Basics of VBA (Recording):
    - Starting with the recording Macros
    - Recording of Macros
    - Saving and running of Macros
    - Creating Custom Functions
    - Writing and using custom functions in VBA
    - Use Excel’s collaborative and security features

## Sharing and Collaboration

- Sharing workbooks
- Co-authoring and tracking changes
- Comments and notes

## Protecting Data


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- Worksheet and workbook protection
- Setting permissions

## Excel Online and Mobile

- Using Excel in Office 365

## Power Query

- Introduction
  - What is Power Query?
  - Importance and benefits of using Power Query
- Getting Started
  - Installing and accessing Power Query
  - Power Query interface and key components
- Connecting Data Sources
  - Types of data sources (Excel, databases, web, etc.)
  - How to connect to different data sources
- Data Import and Shaping
  - Loading data into Power Query
  - Basic data transformation (filtering, sorting, removing duplicates)
- Data Transformation
  - Using the Query Editor
  - Applying common transformations (merging, appending, splitting columns)
  - Pivoting and unpivoting columns


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  - Grouping data
- Data Cleaning
  - Handling missing values
  - Data type conversion
  - Text transformations (trim, clean, replace, etc.)
- Working with Functions
  - Using built-in functions
  - Creating custom functions
  - Parameters in Power Query
- Advanced Data Transformations
  - Merging queries
  - Append queries
  - Using conditional columns
  - Calculating and adding new columns

- **Scenario manager**
- **Dashboards (Project)**
  - What are dashboards
  - Getting data from differnt worksheets
  - Display data in various charts on same sheet etc.

- **ChatGPT (A.I. in Adv. Excel)**
  - Please Note - Since co-pilot license is costly, hence teaching similar topics on ChatGPT
  - Introduction


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- Introduction to ChatGPT by OpenAI
- Benefits of using ChatGPT with Excel

- Using ChatGPT Interface for Excel
  - How to use ChatGPT without subscription
  - Copy–paste workflow with Excel
  - Writing effective prompts for Excel tasks
- Data Analysis Using ChatGPT using Natural Language/li>
- Formula & Function Assistance
  - Generate Excel formulas using AI
  - Explain existing formulas
  - Fix formula errors
  - Optimize and simplify formulas
- Data Cleaning with AI
  - Identify missing or incorrect data
  - Remove duplicates
  - Standardize text, dates, and numbers
  - Suggest cleaning formulas and steps
- Tables, PivotTables & Charts
  - Create Excel tables
  - Generate PivotTable structure using prompts

**Duration** – 1 to 1.5 months

**more info - https://quickxpertinfotech.com/excel-course**


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# Our Recruiters (1000+ Companies)

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Let's Secure IT
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Beehive
Bee The Future
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Capgemini
AQM
RPA | DIGITAL TESTING | INFO SECURITY
CRG SOLUTIONS
goDeskless
Inogic
MERU
HRMantra
Lets Lead
ipca
A dose of life
MITR
Learning & Media
Osource
PLETRA
TECHNOLOGY
axioned.
Grow, responsibly
PRDXN
Progressive
Experience Outcomes
Cloud | Digital | Operations
PURATECH
Consultancy Solutions Pvt. Ltd.
winsoft
Committed to Infotech
etc.


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## Our 5 Steps Process for Success

## Contact Us

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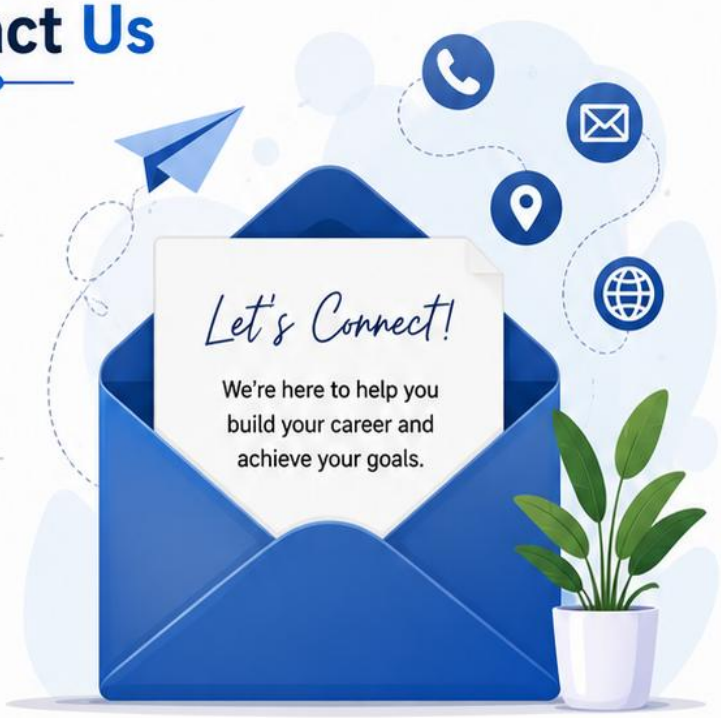
Message on WhatsApp





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