ADVANCE EXCEL COURSE(Data Analysis and Business Intelligence)
(SOUTECH ACADEMY)

Week One (1) Class (1)

- Introduction to Microsoft Excel
- Start screen & Templates, Ribbon & Quick Access Toolbar
- Smart Lookup & Tell me
- Microsoft Excel Interface and Navigation
- Keyboard shortcuts
- Entering Text
- Number Formats
- Deleting and Formatting
- Using paste special
- AutoSUM

ASSIGNMENT
-Research/Document on 10 new features introduced on Microsoft Excel 2016
-Research/Practice 30 Microsoft Excel Keyboard Shortcut

Week One (1) Class (2)

-Simple Formula, Simple Functions
-Absolute referencing
-Moving, Copying data and Inserting Columns
-AutoFill
-Cell styles
-Worksheet theme
-Excel Templates
-Freezing Panes
-Grouping worksheet
-Page layout view and Custom view
-Spell Check
-Printing

ASSIGNMENT
- For a movie tickets spreadsheet use absolute cell reference in the formulae

-Create an Employee information spreadsheet implementing Cell Styling Freeze panes. Save the output as a theme

Week Two (2) Class (3)

- Working with Flashfill
- List design and Single Level sorting
-Multilevel sorting, Custom sorting
-Multi-level filtering
-Search filtering
-Formatting as a table
-Table styling option
-Removing duplicates
-Converting to range
-Subtotal
-Multilevel sub totaling
-Removing subtotaling

ASSIGNMENT
-Create a spreadsheet containing 10 field populate the records implement sorting, filtering on your own criteria creating a custom view for each operation.
-Create a datasheet & Implement subtotal

Week Two (2) Class (4)

- Quick Analysis Charts(QA)
- Inserting and Formatting Data chart
- Creating and working with Chart Template
- Working with Sparkline
- Printing Chart
- Importing from Web
- MS Query
- Exporting Overview
- Pivot Tables & Multiple-Filed Pivot Tales
- Drill Down Reports
- Pivot Charts & Grouping Fields
- Using Slicer tools
- Data Validation
- Cell and Sheet protection
- File Encryption
- Conditional Formatting
- Linking Data
- Inserting Comments

ASSIGNMENT
- Use Validation settings in Microsoft excel 2016 to control the data users can enter into the spreadsheet.
- Using a given dataset to create series of pivot table or chart to answer different question about the dataset
Week Three (3) Class (5)
-Creating Dashboard
Case study: SuperMarket Sales Dashboard

Week Three (3) Class (6)

- Creating Named ranges from selections
- Working with IF Function
- Formula auditing tools
- Nested Functions
- VLOOKUP Function
- Autofill VLOOKUP and IFERROR
- VLOOKUP Range and Nested Functions
- HLOOKUP
- SUMIF
ASSIGNMENT
- Use range names in Excel 2016 to make calculation much easy to create and use.
- Implement VLOOKUP and HLOOKUP With your own generated spreadsheet.

Week Four (4) Class (7)
- AVERAGEIF
- SUMIFS
- Date Functions
- Text Functions
- Consolidating of Data
- Consolidating Data without structure
- Solver tools
- Scenario manager (Forecast)
- Data Manager
- Overview of developer tab
- Recording Macros
- Editing Macros in VB
- Adding Macro button to worksheet

ASSIGNMENT
-The client is paying a flat rate for the event. Calculate the lowest cost we can achieve while still meeting the constraints. (Constraint to be provided by the instructor) Use solver Tool
- Use scenario manager to predict sales growth (Spreadsheet to be provided by the instructor)
- Record and implement macro in your own way

Week Four (4) Class (8)

Project Guide on
Payroll (Your choice)
Budget (Case study: Personal Budget)
Sales/Report Dashboard (Case study: Nigeria COVID 19 Dataset)

Week Five (5) Class (9)
Project Guide
Invoicing (Your choice)
Financial Modelling/Forecast (Case study: Abuja Investment Company)
Income and Expenditure Balance sheet (Case study: SOUTECH Ventures)

Week Five (5) Class (10)
Project!!! Project!! Project!

Note
Student could be subjected to other exercise (Assignment/Project) that is not spelled out in this document.

Enroll

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