



IrizPro
Inspire Excellence



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ABOUT US



Irizpro Training Solutions is a premier training institute that was founded in January 2019. The institute provides comprehensive training solutions to students and corporate clients alike. The training programs are designed to equip learners with the knowledge and skills they need to succeed in their respective fields. With a team of highly qualified and experienced trainers.

Our courses are designed to meet the evolving needs of the industry, and our trainers are dedicated to helping learners achieve their goals. Whether you are a student looking to enhance your skills or a corporate client seeking to upskill your workforce, Irizpro is the perfect training partner for you.

Education Partners



Advanced Excel Syllabus

Module 1: Excel Basics (1 day)

- Understanding the basic spreadsheet
- Essential formula knowledge
- Absolute and relative cells
- Protecting and un-protecting worksheets and cells

Module 2: Sorting and Filtering Data (1 day)

- Sorting tables
- Using multiple-level sorting
- Using custom sorting
- Filtering data for a selected view (AutoFilter)
- Using advanced filter options

Module 3: Data Validations and Conditional Formatting (1 day)

- Specifying a valid range of values for a cell
- Specifying a list of valid values for a cell
- Specifying custom validations based on a formula for a cell
- Applying conditional formatting to highlight and format cells based on certain conditions

Module 4: Data manipulation and analysis using advanced functions and formulas (2 days)

- Writing conditional expressions (using IF)
- Using logical functions (AND, OR, NOT)
- Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)
- VLOOKUP with Exact Match, Approximate Match
- Nested VLOOKUP with Exact Match - VLOOKUP with Tables, Dynamic Ranges
- Nested VLOOKUP with Exact Match
- Using VLOOKUP to consolidate data from multiple sheets

Course Curriculum

5. Advanced data visualization techniques (1 day)

- Creating interactive charts, graphs.
- Using data bars, color scales, and icon sets for conditional formatting.
- Utilizing slicers and timelines to filter and analyze data.

Module 5: Working with PivotTable and PivotChart (1 days)

- Creating multi-level PivotTables
- Advanced PivotTable features (slicers, timelines, etc.)
- Custom calculated fields in PivotTables
- Creating Pivot Charts from PivotTables

Module 6: Data Transformation with Power Query (1 day)

- Introduction to Power Query
- Merging and appending queries
- Advanced data cleaning and shaping
- Managing query connections and transformations

Module 7: Data Modelling with Power Pivot (3 day)

- Introduction to Power Pivot
- Data modeling principles
- Creating relationships between tables
- Using DAX (Data Analysis Expressions) functions

Module 8: Automation with Macros (1 day)

- Recording and editing macros