

Advanced Excel

1. Lookup Techniques

- Quick Review of VLOOKUP() and its Limitations
- XLOOKUP() – Faster & More Powerful Lookups
- INDEX + MATCH Combination (for users who don't have access to XLOOKUP)

2. Effective Filtering Techniques

- Wildcard Filtering
- Advanced Filter
- Extracting Unique Records

3. Gamut of Pivot Tables

- Interactive Dashboards using Slicers & Timelines
- Combinational charts
- Creating relationships using Power Pivot

4. Power Query

- Combine Multiple Excel Files into a Single Report
- Data Cleaning & Transformation
- Append vs Merge Queries
- Working with M Code to Automate Repetitive Tasks

5. Macros

- Recording Macros
- Assigning shortcuts and buttons to Macros
- Automating Repetitive Tasks without VBA Coding

6. Artificial Intelligence in Excel

- Flash Fill
- Analyse Data
- Using Copilot, ChatGPT & Gemini to derive and understand Excel functions