



TECH NEXTGEN ACADEMY

ADVANCED EXCEL & DATA ANALYSIS

Analyze. Automate. Visualize. Make Better Decisions.

Advanced Level

Practical Classroom Training

Project-Based Learning

GO BEYOND SPREADSHEETS

Excel is not just a tool for entering numbers.

At **Tech NextGen Academy**, you will learn how to transform raw data into **meaningful insights, professional reports and interactive dashboards** using advanced Excel techniques.

Through hands-on exercises, realistic business datasets and industry-inspired projects, you will develop the skills required to work confidently with **data, reporting and business analysis**.

OUR GOAL: From Excel User to Confident Data Analyst.

WHO IS THIS COURSE FOR?

-  Working Professionals
-  MIS Executives & Reporting Professionals
-  Business & Sales Professionals
-  Accounts & Finance Professionals
-  Students & Graduates
-  Job Seekers & Freshers
-  Office & Administrative Professionals
-  Anyone who wants to master Excel for professional work

Prerequisite: Basic knowledge of Microsoft Excel is recommended. Students should be comfortable with basic data entry, formatting and simple formulas.

WHAT YOU WILL MASTER

01 — ADVANCED EXCEL FOUNDATIONS

Build a Strong Advanced-Excel Foundation

- Advanced Excel interface & productivity techniques
- Workbook & worksheet management
- Named ranges & advanced cell referencing
- Relative, absolute & mixed references
- Formula auditing, troubleshooting & error ID
- Advanced Paste Special & custom number formats
- Advanced formatting techniques & Excel Tables
- Structured references & dynamic ranges
- Freeze Panes, advanced printing & page setup
- **Productivity Boosters:** Essential shortcuts, formula efficiency, navigation, workbook organization, template creation & protecting worksheets/workbooks

02 — ADVANCED FORMULAS & FUNCTIONS

Turn Complex Calculations Into Simple Solutions

Logical: IF, IFS, AND, OR, NOT, IFERROR, IFNA, SWITCH

Conditional: SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, AVERAGEIFS, MAXIFS, MINIFS

Text: LEFT, RIGHT, MID, LEN, TRIM, CLEAN, UPPER, LOWER, PROPER, CONCAT, TEXTJOIN, FIND, SEARCH, SUBSTITUTE, REPLACE, TEXT

Date & Time: TODAY, NOW, DATE, DAY, MONTH, YEAR, DAYS, DATEDIF, EDATE, EOMONTH, WEEKDAY, WEEKNUM, NETWORKDAYS, WORKDAY

Math & Statistical: ROUND, ROUNDUP, ROUNDDOWN, MROUND, ABS, MOD, RANK, LARGE, SMALL, MEDIAN

03 — LOOKUP & REFERENCE FUNCTIONS

Find the Right Information From Large Datasets

- VLOOKUP, HLOOKUP, XLOOKUP, LOOKUP
- INDEX, MATCH, INDEX + MATCH, XMATCH
- CHOOSE, OFFSET, INDIRECT
- Employee database, product price & customer lookup
- Sales analysis & multi-condition lookup
- Dynamic lookup systems

 **PROJECT:** Build an Employee & Salary Lookup System where users can search employee information dynamically.

04 — DATA MANAGEMENT & CLEANING

Turn Messy Data Into Usable Data

- Data cleaning principles & duplicate removal
- Handling blank values & error identification
- Standardizing text & cleaning inconsistent entries
- Text to Columns, Flash Fill, Find & Replace
- Sorting, Advanced Filtering, Multi-level sorting
- Data Validation & dynamic drop-down lists
- Dependent drop-down concepts
- Handling missing values, duplicate records, incorrect dates

05 & 06 — ADVANCED DATA ANALYSIS, PIVOT TABLES & CHARTS

Convert Raw Data Into Meaningful Insights & Master Excel's Most Powerful Tool

Data Analysis:

- Summarization, Aggregation & Trend Analysis
- Growth, Percentage, Variance & Ranking Analysis
- KPI calculations, Target vs Actual, MoM & YoY
- Business Examples: Sales, Employee & Revenue

Pivot Tables & Charts:

- Rows, Columns, Values, Grouping & Filters
- Calculated fields, "Show Values As" (% total, running total)
- Slicers, Timelines, Refreshing & Formatting
- Pivot Charts & dynamic filtering interaction

 **PROJECT:** Create an Interactive Sales Analysis Report using Pivot Tables, Pivot Charts, Slicers and Timelines.

07 & 08 — ADVANCED CHARTS, VISUALIZATION & CONDITIONAL FORMATTING

Present Data Clearly & Make Important Information Stand Out

Charts & Data Visualization:

- Column, Bar, Line, Pie, Area, Scatter, Combo charts
- Secondary axis, Dynamic charts & dynamic ranges
- Chart formatting, visual hierarchy & data storytelling
- KPI visualizations, Trend indicators, Target vs Actual

Conditional Formatting & Interactive Reporting:

- Highlight Cells, Top/Bottom Rules, Data Bars
- Color Scales, Icon Sets, Custom formula formatting
- Dynamic highlighting, Duplicate detection
- Exception reporting & KPI status indicators

09 & 10 — WHAT-IF ANALYSIS & POWER QUERY AUTOMATION

Explore Business Scenarios & Automate Data Workflows

What-If Analysis & Decision Tools:

- Goal Seek, Scenario Manager, Data Tables
- Target calculations, Sensitivity & Break-even analysis
- Basic forecasting concepts

 **PROJECT: Business Profit Planning Model**

Power Query Automation:

- Power Query Editor, workflows & data sources
- Importing Excel, CSV, text & folder-based data
- Transformations: Fill, Split, Merge, Unpivot, Group By
- Merge/Append Queries, parameters & dependencies

 **PROJECT: Monthly Sales Data Consolidation**

11, 12 & 13 — DASHBOARDS, MIS REPORTING & SECURITY

Advanced Business Dashboards:

- KPI cards, layout, UX, dynamic formulas, Slicers
- Build: Sales, Employee, Expense, Inventory & Target vs Achievement Dashboards

MIS Reporting & Workbook Management:

- Daily, Weekly, Monthly Management & KPI Reports
- Worksheet/Workbook protection, password concepts
- Hiding sheets, external links, versioning & backup

 **PROJECT: Monthly MIS Reporting System**

14 — REAL-WORLD BUSINESS SIMULATION

DON'T JUST LEARN EXCEL. SOLVE BUSINESS PROBLEMS.

You will work on a simulated company dataset as a **Junior Data/MIS Analyst**.

STEP 01 — RAW DATA: Receive unorganized datasets.

STEP 02 — CLEAN: Identify & correct data issues.

STEP 03 — TRANSFORM: Formulate & Power Query.

STEP 04 — ANALYZE: Advanced formulas & Pivots.

STEP 05 — VISUALIZE: Create charts, KPIs & reports.

STEP 06 — DASHBOARD: Build interactive dashboard.

STEP 07 — PRESENT: Explain key business insights.

FINAL OUTPUT: Complete Business Data Analysis & Dashboard Portfolio.

CAPSTONE PROJECT: COMPLETE BUSINESS ANALYTICS PROJECT

Students receive a realistic business dataset and complete the entire analytical workflow:

RAW DATA → DATA CLEANING → POWER QUERY → FORMULAS → PIVOT TABLES → DATA ANALYSIS → VISUALIZATION → DASHBOARD → MIS REPORT → INSIGHTS

Final Deliverables:

-  Clean Dataset
-  Analysis Workbook
-  Interactive Dashboard
-  MIS Report
-  Business Insights Summary
-  Final Presentation

⚡ LEARNING METHOD

LEARN → PRACTICE → ANALYZE → BUILD → PRESENT → GROW

1. **CONCEPT:** Understand the Excel technique.
2. **DEMONSTRATION:** Applied to real data.
3. **PRACTICE:** Solve guided exercises.
4. **ANALYZE:** Work with realistic datasets.
5. **BUILD:** Create projects & dashboards.
6. **PRESENT:** Explain findings & recommendations.

🏆 LEARNING JOURNEY

FOUNDATION (Concepts)
→ **FORMULAS** (Lookups)
→ **DATA** (Cleaning)
→ **ANALYSIS** (Pivots)
→ **TRANSFORMATION** (Power Query)
→ **VISUALIZATION** (Charts)
→ **DASHBOARDS** (BI)
→ **APPLICATION** (Simulation)
→ **ACHIEVEMENT** (Capstone & Certification)

🎯 WHAT YOU WILL BE ABLE TO DO & CERTIFICATION

- ✓ Work confidently with large datasets & complex formulas
- ✓ Use advanced lookup techniques & clean messy data
- ✓ Analyze business data efficiently with Pivots & Power Query
- ✓ Build interactive Excel dashboards & dynamic charts
- ✓ Create automated MIS reports & What-If scenario models
- ✓ Transform raw data into insights & present professionally

Score	Grade
90–100%	A+
80–89%	A
70–79%	B+
60–69%	B
Below 60%	Needs Improvement

🏆 **TECH NEXTGEN ACADEMY — Course Completion Certificate**

🌟 WHY TECH NEXTGEN ACADEMY?

NOT JUST EXCEL CLASSES. A COMPLETE DATA LEARNING EXPERIENCE.

- 📊 **Practical Data Analysis:** Realistic business datasets.
- 📋 **Advanced Formula Training:** Complex business problems.
- 🔄 **Power Query:** Modern data cleaning workflows.
- 📈 **Dashboard Development:** Interactive dashboards.
- 💼 **Business Simulation:** Analyst-style workflow.

- 🛠️ **Project-Based Training:** Practical skill execution.
- 📁 **Portfolio-Oriented:** Work you can showcase.
- 🎤 **Presentation:** Explain what numbers mean.
- 🎓 **Assessment-Based Certification:** Practical evaluation.

🚀 CONTINUE YOUR DATA JOURNEY: POWER BI & BUSINESS INTELLIGENCE

After Advanced Excel & Data Analysis, progress to Power BI! Master Power Query, Data Modeling, DAX, Interactive Dashboards, Business Intelligence, Visualization, and Real-World BI Projects. (Duration: 3 Months)

🔥 **STOP JUST ENTERING DATA. START ANALYZING IT.**

ADVANCED EXCEL & DATA ANALYSIS — From Excel User → Data Analyst

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