



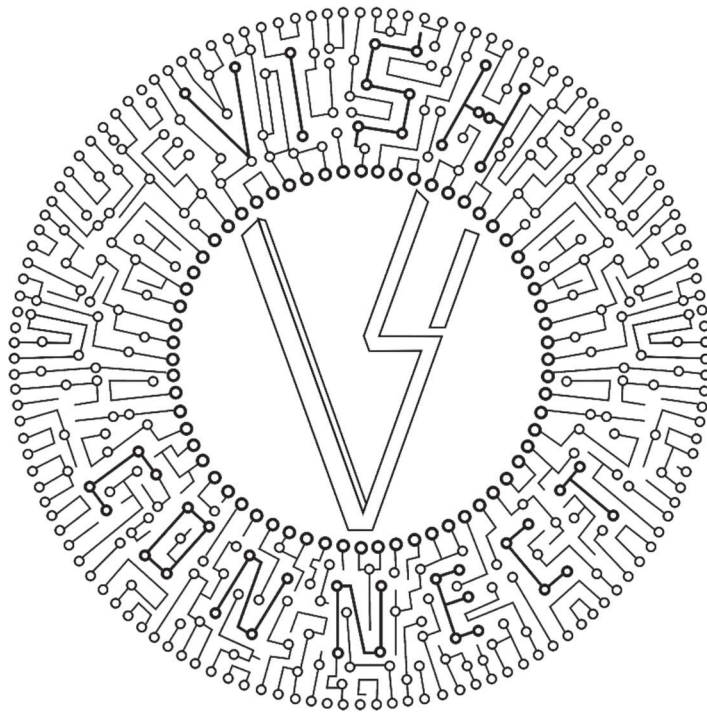
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# VISHCONNECT SOLUTIONS

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Simplify Work Through Automation

## Standard MS Excel Workshop



## **Session 1: Refreshing Basics**

**Duration: 1.5 Hours**

### **Topics:**

- Overview of Excel basics (interface, navigation, shortcuts)
- Formatting tips for professional-looking spreadsheets
- Data entry best practices and data validation basics

### **Practical Activities:**

- Create a formatted table
- Apply data validation to restrict inputs
- Organize sample data effectively

## **Session 2: Advanced Functions and Formulas**

**Duration: 2 Hours**

### **Topics:**

- Logical functions (IF, AND, OR)
- Text functions (CONCATENATE, LEFT, RIGHT, MID, TRIM)
- Lookup functions (VLOOKUP, HLOOKUP)

### **Practical Activities:**

- Create formulas with logical functions
- Use text functions to clean and manipulate data
- Perform lookups with a sample dataset

## **Session 3: Data Visualization with Charts**

**Duration: 2 Hours**

### **Topics:**

- Creating and customizing charts (bar, line, scatter, pie)
- Using sparklines for quick insights
- Best practices for visualizing data effectively

### **Practical Activities:**

- Create multiple chart types from a dataset
- Add trendlines and customize chart elements
- Use sparklines to summarize trends

## **Session 4: Working with Large Data Sets**

**Duration: 1.5 Hours**

### **Topics:**

- Sorting and filtering large datasets
- Advanced filtering options
- Grouping and outlining data for better organization

### **Practical Activities:**

- Sort and filter a large dataset
- Group rows and columns to summarize data
- Practice advanced filtering with multiple criteria

## **Session 5: Pivot Tables and Pivot Charts**

**Duration: 2 Hours**

### **Topics:**

- Introduction to PivotTables
- Creating PivotCharts for data visualization
- Summarizing and analyzing data with Pivot features

### **Practical Activities:**

- Build a PivotTable to analyze sample data
- Customize PivotTables with filters and slicers
- Create PivotCharts to visualize key insights

## **Session 6: Conditional Formatting and Advanced Data Analysis**

**Duration: 2 Hours**

### **Topics:**

- Using conditional formatting with custom rules
- Applying advanced functions (INDEX, MATCH, INDIRECT)
- Introduction to What-If Analysis (Goal Seek, Data Tables)

### **Practical Activities:**

- Apply conditional formatting to highlight key metrics
- Use INDEX and MATCH for advanced lookups
- Perform a What-If analysis on a business scenario

## **Session 7: Automation with Macros**

**Duration: 2 Hours**

### **Topics:**

- Introduction to macros and recording
- Automating repetitive tasks with macros
- Basic VBA concepts for customization

### **Practical Activities:**

- Record and run a macro
- Edit a recorded macro for specific tasks
- Write a simple VBA script to automate a process

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## Contact Information:

For any questions or further information, please contact us at:

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