

Program Overview

Duration Options:

5 Days Intensive

10 Hours Flexible

2 Weeks Part-time

તમારી જરૂર મુજબ રાખી શકો

Master Excel Skills

આ Training Program માં learners ને
Advanced Excel formulas, data
cleaning, data analysis, reporting,
charts, Pivot Table અને dashboard
બનાવતા શીખવાશે.

Key Skills



**MIS Report &
Dashboard**



Sales & HR Analysis



Stock & Finance Report

EXCEL TRAINING

Advanced Excel

Training Program

*For Job, Office & Business
Reporting - Professional skills માટે*



Day 1 Excel Data Handling

Excel Interface Quick Revision
Workbook & Worksheet Management
Data Formatting Professionally
Conditional Formatting
Data Validation
Drop-down List બનાવવી
Duplicate Data Highlight કરવું
Freeze Panes & Split Window
Custom Number Formatting



Day 2: Advanced Formulas

Day 2 માં learners Advanced
Excel formulas શીખશે જેમાં
Logical, Text અને Date
Functions નો સમાવેશ થાય છે.

Day 2 Practicals:
Employee Age & Experience
Calculation
Name Cleaning Report
Payment Due Date Report
Formula Examples:
=IFERROR(A2/B2,0)
=NETWORKDAYS(A2,B2)

Day 1 Practicals

Employee Master Data Sheet
બનાવવી
Product Category Drop-down
List
Highlight Pending Payments
Report

Key Skills Covered:
Conditional Formatting માસ્ટર કરો
Data Validation rules set કરો
Professional formatting techniques
Formula error handling
Date calculations for reports



Logical Functions

IF, IFS, AND, OR, IFERROR functions નો
ઉપયોગ શીખો. Example:
=IF(C2>=35,"Pass","Fail")

Text Functions:

LEFT, RIGHT, MID, LEN, TRIM
UPPER, LOWER, PROPER, TEXTJOIN
Example: =TRIM(A2), =PROPER(A2)

Date & Time Functions:

TODAY, NOW, DAY, MONTH, YEAR
DATEDIF, NETWORKDAYS
Example: =DATEDIF(A2,TODAY(),"Y")

Learning Goals

Day 1-2 પછી તમે:

- Data professionally format કરી શકશો
- Drop-down lists બનાવી શકશો
- Duplicate data highlight કરી શકશો
- IF, IFS formulas use કરી શકશો
- Text cleaning કરી શકશો
- Date calculations કરી શકશો
- Employee અને Payment reports બનાવી શકશો

Day 3: Lookup Functions

VLOOKUP, HLOOKUP, XLOOKUP
INDEX, MATCH, INDEX + MATCH
Approximate vs Exact Match
Data Matching Between Sheets
Missing Data Find કરું

Example Formulas:

=VLOOKUP(A2,Sheet2!A:D,3,FALSE)

=XLOOKUP(A2,Sheet2!A:A,Sheet2!C:
C,"Not Found")

=INDEX(C:C,MATCH(A2,A:A,0))

Day 3 Practicals

Lookup Functions ની practical application શીખો. Real-world scenarios માં data matching અને lookup techniques નો ઉપયોગ કરતા શીખો.

Employee Salary Lookup
Product Price Lookup
Customer Data Matching
Two Sheets Comparison
Missing Data Identification

Day 4: Pivot Table

Pivot Table શું છે? Data Analysis નું powerful tool! Rows, Columns, Values, Filters સમજો અને professional reports બનાવો.

Pivot Table Create કરવી

Grouping in Pivot Table

Calculated Field

Pivot Chart બનાવવો

Slicer & Timeline

Region-wise / Month-wise Report



Day 4 Practicals

Pivot Table અને Pivot Chart ની practical exercises દ્વારા data analysis skills develop કરો.

Monthly Sales Pivot Report
Product-wise Sales Analysis
City-wise Customer Report
Employee Department-wise Report
Sales Trend Analysis

Key Formulas

VLOOKUP: Table માંથી data શોધવા
XLOOKUP: Modern lookup function
INDEX+MATCH: Flexible data retrieval
Pivot Table: Large data summarize કરવા
Slicer: Interactive filtering
Timeline: Date-based filtering
આ techniques થી office reporting professional બનશે!



Day 5: Dashboard & MIS

Dashboard Design Rules
KPI Cards બનાવવી
Charts with Slicer
Dynamic Dashboard
Data Cleaning Process
Power Query Introduction
Basic Macro Introduction
Print-ready Report
Final Project
Practical:
• Sales Dashboard
• HR Dashboard
• Stock Dashboard
• Monthly MIS Report

Bonus Topics

આ additional topics learners ને
Excel માં expert level skills આપશે જે
professional reporting માટે essential
છે.

Advanced Excel Shortcut Keys
Excel Table & Named Range
What-if Analysis
Goal Seek & Scenario Manager
Basic Power Query
Basic Macros Recording
Data Protection
Sheet Password Protection
Professional Report Formatting

Learning Outcomes

Training પછી learner આ કામ કરી શકશે
અને professional Excel user બની
શકશે.

Advanced formulas use કરી શકશે
Large data clean અને manage કરી શકશે
VLOOKUP, XLOOKUP, INDEX MATCH use કરી શકશે
Pivot Table અને Pivot Chart બનાવી શકશે
MIS Report બનાવી શકશે
Dashboard બનાવી શકશે
Office reporting professional રીતે કરી શકશે
Sales, HR, Stock અને Finance report analyze કરી
શકશે



MIS Report શું છે?

MIS (Management Information System)
Report એ business data નું structured
summary છે જે decision-making માટે use
થાય છે.

Sales data analysis
Employee performance tracking
Stock inventory monitoring
Financial reporting
Business insights generation

Final Projects

Project 1: Sales MIS Dashboard

Monthly sales, top products, city-wise
sales, revenue અને profit analysis
dashboard

Project 2: HR Employee Dashboard

Department-wise employee count, salary
analysis, experience અને attendance
summary

Project 3: Stock Management Report

Opening stock, purchase, sales, closing
stock અને reorder level report

Final Projects

Sales MIS Dashboard
HR Employee Dashboard
Stock Management Report
Monthly Revenue Analysis
Department-wise Reporting

Bonus Topics

Advanced Shortcut Keys, Excel Table & Named Range, What-if Analysis, Goal Seek, Scenario Manager, Power Query, Basic Macros, Data Protection & Professional Formatting

Contact Us



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ADVANCED
EXCEL TRAINING

Enroll Now Start Your Excel Journey

**Duration: 5 Days / 10
Hours / 2 Weeks — તમારી
જરૂર મુજબ રાખી શકો**





5 KEY LEARNING AREAS

Data Handling & Formatting
Advanced Formulas & Functions
Lookup Functions & Matching
Pivot Tables & Data Analysis
Dashboard & MIS Reports

MASTER EXCEL SKILLS

DURATION



5 Days / 10 Hours



2 Weeks Flexible Option



તમારી જરૂર મુજબ રાખી શકો

EXCEL TRAINING

ADVANCED EXCEL TRAINING PROGRAM

*FOR JOB, OFFICE & BUSINESS
REPORTING - PROFESSIONAL
SKILLS*



DAY 1: DATA HANDLING

Excel Interface, Workbook Management, Professional Data Formatting શીખો. Practical: Employee Master Sheet, Product Drop-down List, Pending Payments Report

Data Validation & Drop-down Lists

Conditional Formatting Rules

Freeze Panes & Split Window

Custom Number Formatting

Duplicate Data Highlight કરવું

DAY 2: ADVANCED FORMULAS

Logical Functions: IF, IFS, AND, OR, IFERROR. Text Functions: LEFT, RIGHT, MID, TRIM, PROPER. Date Functions: TODAY, DATEDIF, NETWORKDAYS

Practical Exercises:

Employee Age & Experience Calculation

Name Cleaning Report

Payment Due Date Report

=IF(C2>=35,"Pass","Fail")

=DATEDIF(A2,TODAY(),"Y")



DAY 3: LOOKUP FUNCTIONS

VLOOKUP, HLOOKUP, XLOOKUP, INDEX, MATCH અને INDEX+MATCH શીખો. Exact Match vs Approximate Match, Data Matching Between Sheets, Missing Data Find કરવું. Two Sheets Comparison માસ્ટર કરો.

KEY FORMULAS

Practical: Employee Salary Lookup, Product Price Lookup, Customer Data Matching

=VLOOKUP(A2,Sheet2!A:D,3,FALSE)

=XLOOKUP(A2,Sheet2!A:A,Sheet2!C:C,"Not Found")

=INDEX(C:C,MATCH(A2,A:A,0))

DAY 4: PIVOT TABLE & ANALYSIS

Pivot Table શું છે? Sales Analysis, Region-wise / Month-wise Report બનાવવું શીખો.

Pivot Table Create કરવી

Rows, Columns, Values, Filters

Grouping & Calculated Field

Pivot Chart & Slicer

Timeline & Region-wise Report

DAY 5: DASHBOARD & MIS

MIS Report શું છે? Dashboard Design Rules, KPI Cards, Dynamic Dashboard બનાવવું શીખો.

*Data Cleaning Process
Power Query Introduction
Basic Macro Introduction
Print-ready Report
Final Project Preparation*



BONUS TOPICS

Advanced Excel Shortcut Keys, Excel Table & Named Range, What-if Analysis, Goal Seek, Scenario Manager, Basic Power Query, Basic Macros, Data Protection, Sheet Password Protection, Professional Report Formatting.

EXTRA SKILLS

Practical Exercises:

- Monthly Sales Pivot Report
- Product-wise Sales Analysis
- City-wise Customer Report
- Employee Department-wise Report
- Sales Dashboard
- HR Dashboard
- Stock Dashboard
- Monthly MIS Report

FINAL PROJECTS

Sales data પરથી monthly sales, top products, city-wise sales, total revenue અને profit analysis dashboard બનાવશે. HR data પરથી department-wise count, salary analysis, experience summary બનાવશે. Stock report with opening, purchase, sales, closing stock અને reorder level.

Project 1: Sales MIS Dashboard

Project 2: HR Employee Dashboard

Project 3: Stock Management Report

LEARNING OUTCOMES

Training પછી learner આ કામ professionally કરી શકશે:

Advanced formulas mastery
Data cleaning & management
Lookup functions expertise
Pivot Table & Chart creation
Professional dashboard design



WHY CHOOSE THIS PROGRAM?

Advanced formulas use કરી શકશે. Large data clean અને manage કરી શકશે. VLOOKUP, XLOOKUP, INDEX MATCH use કરી શકશે. Pivot Table અને Pivot Chart બનાવી શકશે. MIS Report બનાવી શકશે. Dashboard બનાવી શકશે.

KEY SKILLS

Office reporting professional રીતે કરી શકશે. Sales, HR, Stock અને Finance report analyze કરી શકશે. Real-world business decisions માટે Excel નો professional ઉપયોગ કરી શકશે. MIS reporting અને data visualization skills develop થશે.



Excel Training Program

Unlock Your **EXCEL MASTERY**

Master professional Excel skills for
office reporting, MIS & business
decisions.

Advanced Excel Training

Duration: 5 Days / 10 Hours / 2 Weeks —
તમારી જરૂર મુજબ રાખી શકો. Learn Advanced
Excel for Job, Office & Business Reporting.

Program Highlights

Advanced Formulas & Functions
Data Cleaning & Management
Pivot Tables & Charts
Dashboard Creation
Professional MIS Reporting

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Day 1

Data Handling & Formatting

Excel Interface Quick Revision, Workbook & Worksheet Management, Data Formatting Professionally, Conditional Formatting, Data Validation, Drop-down List, Duplicate Data Highlight, Freeze Panes & Split Window, Custom Number Formatting. Practical: Employee Master Data Sheet, Product Category Drop-down List, Highlight Pending Payments Report

Day 2: Advanced Formulas

LOGICAL FUNCTIONS

IF, IFS, AND, OR, IFERROR

Example:

=IF(C2>=35,"Pass","Fail")

=IFERROR(A2/B2,0)

TEXT & DATE FUNCTIONS

LEFT, RIGHT, MID, TRIM, PROPER,

DATEDIF, NETWORKDAYS

Practical: Employee Age

Calculation, Name Cleaning Report

Day 3: Lookup Functions

VLOOKUP, HLOOKUP, XLOOKUP, INDEX, MATCH, INDEX + MATCH, Approximate Match vs Exact Match, Data Matching Between Two Sheets, Missing Data Find

=VLOOKUP(A2,Sheet2!A:D,3,FALSE)

=XLOOKUP(A2,Sheet2!A:A,Sheet2!C:C,"Not Found")

=INDEX(C:C,MATCH(A2,A:A,0))

Practical: Employee Salary Lookup, Product Price Lookup, Customer Data Matching

Day 3 Practical

Employee Salary Lookup, Product Price Lookup, Customer Data Matching, Two Sheets Comparison exercises.

VLOOKUP for exact data retrieval
XLOOKUP for flexible searching
INDEX MATCH for advanced lookups
Compare data across multiple sheets
Identify missing or mismatched records

Day 4

Pivot Table & Data Analysis

Pivot Table શું છે અને Create કરવી, Rows, Columns, Values, Filters સમજવું, Grouping in Pivot Table, Calculated Field બનાવવું, Pivot Chart Design, Slicer અને Timeline Use કરવું, Sales Analysis Region-wise અને Month-wise Report બનાવવું.

Day 4 Practical Work

HANDS-ON PROJECTS:

Monthly Sales Pivot Report, Product-wise Sales Analysis, City-wise Customer Report, Employee Department-wise Report

KEY SKILLS:

Data summarization, grouping, filtering with slicers, creating interactive pivot charts for business analysis

Bonus Topics

Advanced topics to enhance your Excel expertise and productivity.

Advanced Excel Shortcut Keys

Excel Table & Named Range

What-if Analysis & Goal Seek

Scenario Manager

Data Protection & Sheet Password

Day 5: Dashboard & MIS Report

MIS Report શું છે?, Dashboard Design Rules, KPI Cards બનાવવી, Charts with Slicer, Dynamic Dashboard, Data Cleaning Process, Power Query Introduction, Basic Macro Introduction, Print-ready Report, Final Project

Sales Dashboard બનાવવું

HR Dashboard Design

Stock Dashboard Creation

Monthly MIS Report

Professional Report Formatting



Advanced Excel Training
Your Success

LEARNING OUTCOMES

Advanced Excel Training Program

આ Training પૂર્ણ કર્યા પછી તમે Advanced formulas, large data management, Pivot Tables, Charts, MIS Reports અને professional Dashboards બનાવી શકશો.

Training પછી learner Advanced formulas, data management, VLOOKUP/XLOOKUP/INDEX MATCH, Pivot Tables, MIS Reports અને Dashboards professionally બનાવી શકશે.

Final Projects

Sales MIS Dashboard - Monthly sales, top products, city-wise analysis
HR Employee Dashboard - Department-wise count, salary & attendance
Stock Management Report - Opening/closing stock, reorder levels
Professional Office Reporting Skills
Sales, HR, Stock & Finance Analysis

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5-DAY CURRICULUM

Day 1: Data Handling &
Formatting

Day 2: Advanced Formulas

Day 3: Lookup Functions

Day 4: Pivot Table & Analysis

Day 5: Dashboard & MIS Report



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Excel Pro



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Master Excel for
professional office reporting
and business decisions.

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SKILLS YOU'LL MASTER

Sales, HR, Stock અને Finance report analyze કરી શકશે.
Professional reporting skills જે job, office અને business માટે essential છે.

Advanced Excel formulas & functions

Data cleaning & management

VLOOKUP, XLOOKUP & INDEX MATCH

Pivot Tables & Pivot Charts

MIS Reports, Dashboards & Professional Office Reporting

LEARNING OUTCOMES

Training પછી learner આ કામ કરી શકશે:
Advanced formulas use કરી શકશે. Large data clean અને manage કરી શકશે.
VLOOKUP, XLOOKUP, INDEX MATCH use કરી શકશે. Pivot Table અને Pivot Chart બનાવી શકશે. MIS Report અને Dashboard બનાવી શકશે. Office reporting professional રીતે કરી શકશે.



BONUS TOPICS

Advanced Excel Shortcut Keys for faster workflow. Excel Table & Named Range for organized data. What-if Analysis, Goal Seek & Scenario Manager for business decisions. Basic Power Query for data transformation. Basic Macros for automation. Data Protection & Sheet Password Protection. Professional Report Formatting techniques.

FINAL PROJECTS

Hands-on projects to build your portfolio and demonstrate Excel mastery.

Sales MIS Dashboard: Monthly sales, top products, city-wise analysis, revenue & profit dashboard

HR Employee Dashboard: Department-wise count, salary analysis, experience & attendance summary

Stock Management Report: Opening/closing stock, purchase, sales & reorder level tracking



Excel Training Hub
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₹15,500/-

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