



Course Name: Advanced Excel Certification Course

Course Overview

Master Microsoft Excel, the world's most widely used spreadsheet tool that transforms raw data into powerful reports, dynamic dashboards, and actionable business insights. This course by Tech Learniversity and Tech Vista Code covers every essential aspect — from advanced functions and data analysis to pivot tables, what-if analysis, and professional dashboard design. Whether you're a working professional, student, or career changer, this training ensures you become job-ready for roles in finance, data analysis, business intelligence, and operations.

Course Type

Mode: Online Live Instructor-led Training

Course Objectives

By the end of this Advanced Microsoft Excel Certification Course, you will:

- Understand and apply advanced Excel functions including Logical, Lookup & Reference, Financial, Statistical, and Array Formulas for real-world business scenarios.
- Analyze and manipulate large datasets using powerful data tools such as Sort, Filter, Pivot Tables, and Conditional Formatting.
- Perform data-driven decision-making using What-If Analysis, Solver, and the Analysis ToolPak.
- Design and build 10 professional, interactive Excel dashboards that communicate insights clearly to stakeholders.
- Automate and streamline repetitive reporting tasks using advanced formulas, structured tables, and dynamic charts.
- Prepare for high-demand job roles in Finance, Data Analysis, Business Intelligence, MIS Reporting, and Operations across industries.

Duration

30 Hours

Requirements

- A laptop or PC with a minimum of 4GB RAM
- Microsoft Excel 2016 or later (Microsoft 365 recommended)
- A stable internet connection for live sessions
- Basic familiarity with computers and file management



Pre-requisites

- Basic understanding of Excel (formulas, worksheets, and navigation)
- Passion for working with data and improving productivity
- No advanced technical or coding background required

Target Audience

This program is ideal for:

- Data Analysts & Business Analysts looking to strengthen their Excel skills
- Finance & Accounting Professionals managing reports and financial models
- MIS Executives & Reporting Analysts building management dashboards
- MBA Students and Business Managers tracking KPIs and performance
- Students & Fresh Graduates preparing for data-driven job roles
- Career Changers transitioning into analytics, finance, or operations
- Small Business Owners managing data, budgets, and business metrics
- Anyone aiming to become a confident, job-ready Excel professional

Career and Future Prospects

Advanced Excel professionals are in high demand across every industry. Successful learners can work as:

- Data Analyst
- MIS Executive / Reporting Analyst
- Financial Analyst
- Business Analyst
- Operations Analyst
- Excel Dashboard Designer (Freelance)

Industries hiring: IT Services, Banking & Finance, Retail, Healthcare, Manufacturing, Consulting, and E-Commerce.

Designation/Title

- Data Analyst – Excel & Reporting



- MIS Analyst / MIS Executive
- Financial Reporting Analyst
- Business Intelligence Analyst
- Operations & Planning Analyst
- Freelance Excel Consultant / Dashboard Designer

Projects

10 Unique Dashboards

Salary

India

₹3.5 LPA – ₹10 LPA

USA

\$48,000 – \$90,000

Canada

CA\$50,000 – CA\$85,000

UK

£32,000 – £65,000

Australia

AU\$55,000 – AU\$90,000

Features

- Real Industry Projects with Business Case Studies
- Live Instructor-Led Training Sessions (Recorded & Shared)
- Hands-on Labs and Practice Excel Files
- 10 Professional Interactive Dashboard Builds
- Coverage of 30+ Advanced Excel Topics Across 3 Modules
- ISO 9001:2015 Certified Training Quality

Benefits



- Gain a co-branded globally recognized Certificate of Completion from Tech Learniversity and Tech Vista Code.
- Accelerate your career with job-ready Excel projects and dashboards.
- Learn from certified trainers and industry consultants.
- Build dashboards that drive executive-level business decisions.
- Access lifetime course materials and session recordings.
- Open doors to global opportunities in data, finance, and analytics.

The Results

Become an Advanced Excel Professional capable of transforming raw data into powerful business insights.

Get certified and stand out in top companies across finance, analytics, and operations.

Showcase a professional Excel dashboard portfolio on LinkedIn and during job interviews.



Syllabus

Module 1. Functions

- 1.Count and Sum
- 2.Logical
- 3.Cell References
- 4.Date & Time
- 5.Text
- 6.Lookup & Reference
- 7.Financial
- 8.Statistical
- 9.Round
- 10.Formula Errors
- 11.Array Formulas

Module 2. Data Analysis

- 1.Sort
- 2.Filter
- 3.Conditional Formatting
- 4.Charts
- 5.Pivot Tables
- 6.Tables
- 7.What-If Analysis
- 8.Solver
- 9.Analysis ToolPak

Module 3. Dashboards

- 10 Unique Dashboards