

Advanced Excel & Financial Reporting

An advanced, practical course in Microsoft Excel and Financial Reporting covering spreadsheet fundamentals, complex formulas, Power Query, Power Pivot, financial statements, dashboards, VBA & Macros, and AI-powered spreadsheet analytics.

Duration	Training Mode	Certification	Practical Labs
3 to 4 Months	Offline Classroom Training	Industry Certificate	100% Hands-on

Tools & Tech:
 Microsoft Excel • Advanced Formulas • Pivot Tables • Pivot Charts • Power Query • Power • Pivot • Dashboards • Financial Reporting • MIS Reporting • KPI Analysis • Business • Intelligence • VBA • Macros • Microsoft Copilot • ChatGPT • Claude • Gemini • AI-Assisted • Reporting • Financial Forecasting • Data Visualization

Detailed Course Curriculum & Modules

MODULE 01 Microsoft Excel Fundamentals - Excel Essentials - Introduction to Microsoft Excel - Workbook & Worksheet Management - Rows, Columns & Cells - Data Types - Cell Formatting - Number Formatting - Custom Formatting - Auto Fill & Flash Fill - Find & Replace - Freeze Panes - Sorting & Filtering	MODULE 02 Excel Formulas & Functions - Formula Fundamentals - Cell References - Relative, Absolute & Mixed References - Formula Auditing - Error Handling - Nested Functions - Dynamic Arrays - Mathematical Functions - SUM - SUMIF & SUMIFS - ROUND Functions - SUBTOTAL
MODULE 03 Data Management & Analysis - Data Preparation - Data Cleaning - Remove Duplicates - Text to Columns - Flash Fill - Missing Data Handling - Data Validation Rules - Data Consolidation - Importing CSV Files - Importing Excel Files - Data Transformation - Advanced Data Analysis	MODULE 04 Pivot Tables & Dashboards - Pivot Tables - Creating Pivot Tables - Pivot Fields - Pivot Calculations - Grouping - Filtering - Sorting - Calculated Fields - Pivot Formatting - Multiple Data Sources - Pivot Best Practices - Pivot Charts
MODULE 05 Financial Reporting - Financial Fundamentals - Introduction to Financial Reporting - Financial Statements Overview - Income Statement - Balance Sheet - Cash Flow Statement - Profit & Loss Statement - Trial Balance - Ledger Concepts - Budgeting Fundamentals - Financial KPIs - Financial Analysis	MODULE 06 Business Intelligence with Excel - Advanced Reporting - Power Query Fundamentals - Data Import - Data Transformation - Query Editor - Merge Queries - Append Queries - Refresh Automation - Data Modeling Basics - Power Pivot (Introduction) - Relationships - Business Reporting

MODULE 07 | Excel Automation

- Productivity Features
- Named Ranges
- Dynamic Formulas
- Advanced Conditional Formatting
- Data Validation Automation
- Workbook Linking
- External Data Connections
- Formula Optimization
- Workbook Optimization
- Collaboration Features
- Excel Templates
- VBA & Macros (Introduction)

MODULE 08 | AI for Excel & Financial Reporting

- AI-Powered Excel
- Microsoft Copilot for Excel
- ChatGPT for Excel
- Claude for Financial Reports
- Gemini for Spreadsheet Analysis
- AI Formula Generation
- AI Data Cleaning
- AI Dashboard Design
- AI Financial Analysis
- AI Report Generation
- AI Data Visualization
- AI Forecasting

MODULE 09 | Business Case Studies

- Real-World Reporting
- Sales Performance Analysis
- Profitability Reporting
- Inventory Analysis
- Payroll Reporting
- Budget Planning
- Expense Tracking
- Cash Flow Monitoring
- Financial KPI Reporting
- Executive Reporting
- Business Performance Evaluation

Practical Projects & Industry Capstones

- Sales Dashboard
- Financial Dashboard
- Budget Planning System
- Expense Tracker
- Payroll Management System
- Inventory Management Dashboard
- Profit & Loss Report
- Cash Flow Dashboard
- Executive MIS Dashboard
- Dynamic KPI Dashboard
- AI-Assisted Financial Reporting System
- Interactive Business Analytics Dashboard

■ Industry Certification

Authorized certificate verified globally via online portal.

■ 100% Placement Support

Resume review, mock interviews, and recruiter connections.

■ Lab Access & Mentorship

Dedicated workstation lab hours with expert guidance.