



Syllabus: Certificate in Advanced MS Excel (CAME)

- **Duration:** 2 Months
- **Eligibility:** 10th Pass & Basic Excel Knowledge

Evaluation Scheme

- **Full Marks:** 200
- **Theory Paper:** 100 Marks
- **Practical/Project Works:** 80 Marks
- **Internal Assessment/Viva voce:** 20 Marks

Course Syllabus

This advanced course transitions students from basic data entry to data analytics, covering complex formulas, automation with macros, and dynamic dashboard creation.

Module 1: Advanced Formulas & Logical Functions

- Mastering Lookups: VLOOKUP, HLOOKUP, INDEX & MATCH, and XLOOKUP.
- Logical Operators: Nested IF, IFERROR, AND/OR/NOT functions.
- Text & Date Functions: CONCATENATE, TEXTJOIN, NETWORKDAYS, and EOMONTH.

Module 2: Data Analysis & Summarization

- **Pivot Tables:** Advanced grouping, Slicers, Timelines, and Calculated Fields.
- **Data Validation:** Creating dynamic drop-down lists and custom error alerts.
- **What-If Analysis:** Goal Seek, Scenario Manager, and Data Tables.

Module 3: Data Visualization & Dashboards

- Advanced Charting: Combo charts, Waterfall, Sparklines, and Gantt charts.
- Conditional Formatting: Using formulas to highlight specific data trends.
- Dashboard Design: Integrating Pivot Charts and Slicers for interactive reporting.

Module 4: Introduction to Automation (Macros & Power Query)

- **Macros:** Recording simple macros for repetitive task automation.
- **Power Query:** Introduction to cleaning and transforming "dirty" data.
- Final Capstone Project: Designing a fully automated Sales or Inventory Dashboard.

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