Jaipur Engineers
Your One-Stop IT & Staffing Ecosystem

DATA & AI

# Advanced Excel

SAMPLE PROJECT

Monthly Operations Workbook



EXCEL & ADVANCED EXCEL

**₹7,000**

JAIPUR, RAJASTHAN

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# Core concepts



01

Cell references, tables and data validation

02

Conditional, date and text functions

03

XLOOKUP, INDEX/MATCH and error handling

**Define success**

Select a dataset and decide how to measure a useful result.

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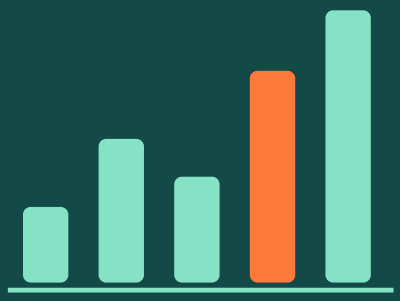
# Applied skills

- **Source data**
- **Baseline**
- **Validation**



04 PivotTables, slicers and chart design

05 Power Query cleanup and workbook refresh

06 Reconciliation checks and dashboard delivery

**PROJECT DELIVERABLES**

A reproducible analysis or demo, validation checks and a short findings summary.

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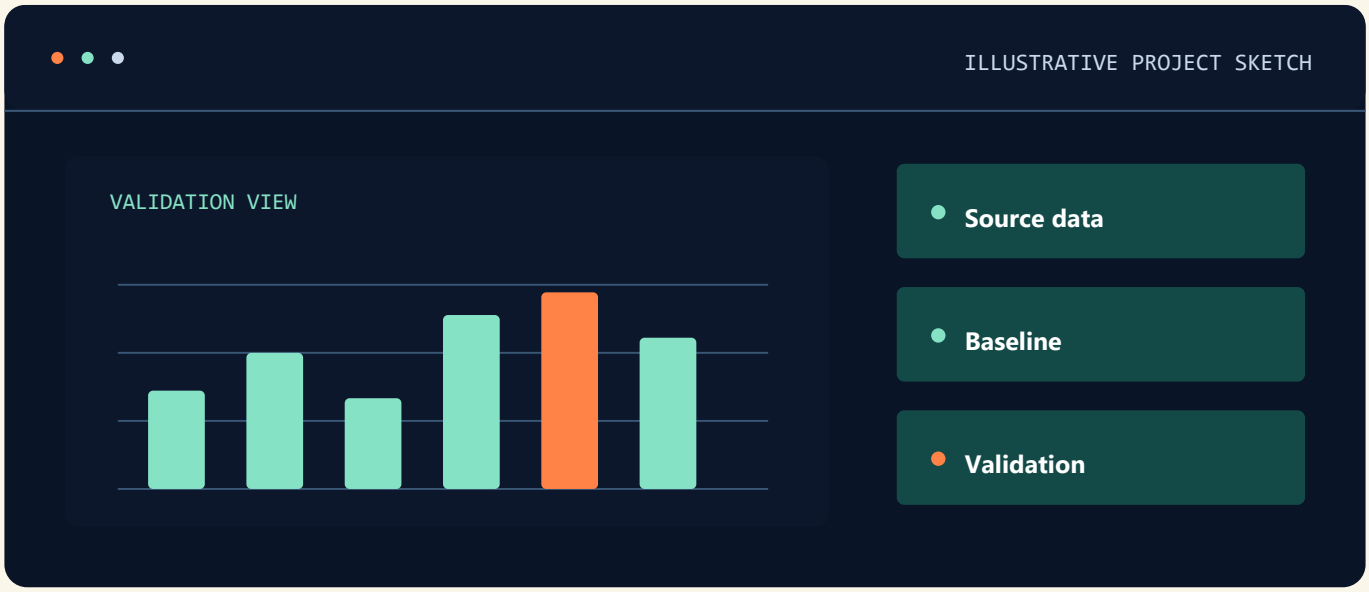
# Portfolio project

## Monthly Operations Workbook

Build a repeatable workbook that validates incoming data and reports branch metrics through PivotTables.




### Define success

Select a dataset and decide how to measure a useful result.

### Validate results

Compare against a baseline or trusted total and explain any discrepancy.

A reproducible analysis or demo, validation checks and a short findings summary.

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# Course fees

EXCEL & ADVANCED EXCEL

## ₹7,000

Contact admissions for class timings and enrolment details.

ADMISSIONS

**+91 70146 92039**

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SCAN FOR MAP

**Check course details**

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# Course content

MODULES 01–02

## 01

Lessons & practice

- Cell references
- Tables
- Data validation

HANDS-ON Build a structured table with reference formulas and validated category inputs.

## 02

Lessons & practice

- Conditional
- Date
- Text functions

HANDS-ON Clean date and text fields and flag records with a conditional formula.

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# Course content

MODULES 03–04

## 03

Lessons & practice

- XLOOKUP
- INDEX/MATCH
- Error handling

HANDS-ON Compare lookup methods and show a meaningful result for missing keys.

## 04

Lessons & practice

- PivotTables
- Slicers
- Chart design

HANDS-ON Create a PivotTable with slicers and a chart that supports a decision.

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# Course content

MODULES 05–06

## 05

Lessons & practice

- Power Query cleanup
- Workbook refresh

HANDS-ON Build a Power Query cleanup and refresh it with a new sample file.

## 06

Lessons & practice

- Reconciliation checks
- Dashboard delivery

HANDS-ON Reconcile workbook totals and deliver a dashboard with refresh instructions.