

| Class 1 | Class 2 | Class 3 |
|----------------------------|--|--|
| Remove Duplicates | RoundOff | Creating Pivot Table |
| Insert/Remove Column | Len | Learning about the buckets in pivot |
| Autofill Function | Concat/Concatenate/& | Filter in Pivot |
| Data Format | Highlighting duplicated data | Conditional Formatting |
| Fill Colour | Highlighting data which contains specific data | Subtotals in Pivot |
| Filter | Colour Bars on data | Calculated field in Pivot |
| Comment | Applying Colour scale on data | Dates grouping |
| Freeze Rows & Columns | Applying Icons on data | Refreshing data in Pivot |
| Hide/Unhide sheets | Data Validation | Displaying data as % |
| Sum | Delimited | Sorting |
| Average/AverageA/AverageIF | VLookup/Hlookup/XLookup | Applying table style |
| Min/Max | SumIF/ SumIFS: <ol style="list-style-type: none"> 1. Equal to 2. Not Equal to 3. If it contains a particular word 4. If its blank 5. If its not blank 6. Perform calculations on data post a particular date 7. Perform calculations between 2 dates | Making Dashboard: <ol style="list-style-type: none"> 1. Line graph 2. Piechart 3. Treemap 4. 100% stacked column 5. Slicers 6. Field buttons 7. Making connections 8. Adding a background for the dashboard |
| Count/CountIFS | Macors | |
| Border | | |
| Trim | | |
| Wildcards | | |