4 Week Excel Breakdown

Phase 1: Excel Basics (Week 1)

Goal: Be comfortable with data.

Learn:
• Cell referencing (relative, absolute `$A$1`)
• Sorting & Filtering
• Basic formulas:

- SUM
- AVERAGE
- COUNT / COUNTA
- MAX / MIN

• Data formatting
• Charts (bar, line, combo)

You should be able to:
✔ Clean small datasets
✔ Do basic summaries

Phase 2: Essential Functions (Week 2)

This is where most freshers stop — don't.

Learn:

Logical Functions

• IF
• Nested IF
• IFERROR

Lookup Functions

• XLOOKUP (modern)
• VLOOKUP (still asked in interviews)
• INDEX + MATCH

Date Functions

• YEAR, MONTH, TODAY, NOW, DATEIF

Goal:
✔ Combine datasets
✔ Avoid manual copy-paste

Phase 3: Data Cleaning, Analysis & Text Functions (Week 3)

Very important for real jobs.

Learn:

Text Functions

- TRIM, LOWER, UPPER
- LEFT / RIGHT / MID
- LEN
- FIND / SEARCH
- TEXT
- CONCATENATE

• Remove duplicates
• Text to Columns
• Conditional formatting
• Data Validation

Goal:
✔ Clean messy raw data confidently

Phase 4: Pivot Tables (Week 4)

This is non-negotiable.

Learn:
• Creating Pivot Tables
• Grouping dates
• Calculated fields
• Pivot charts
• Slicers
• Dynamic dashboards

Goal:
✔ Summarize 10,000+ rows in minutes

Bonus (Optional but Powerful)

• Power Query (data transformation)
• Basic VBA (not mandatory)

🎯 Final Goal of Excel

You should be able to:

- Take messy data
- Clean it
- Analyze it
- Create insights
- Build dashboard

If you can do this, you're ahead of 70% freshers.