



Advanced Excel Skills Checklist for 2026

1. Data Analysis & Formulas

- IF, nested IF, and logical functions
- XLOOK UP / VLOOKUP / HLOOKUP
- INDEX & MATCH
- SUMIFS, COUNTIFS
- Text functions (LEFT, RIGHT, MID, LEN, TRIM)

2. Data Management

- Data validation
- Removing duplicates
- Sorting and filtering (advanced filters)
- Structured tables

3. Reporting & Visualization

- Pivot tables and pivot charts
- Interactive dashboards
- Conditional formatting
- Charts and data visualization best practices

4. Importing, Transforming and Loading Data

- Power Query
- Power Pivot (data modeling)

5. Financial & Business Analysis

- Scenario analysis
- What-if analysis
- Forecasting tools
- Budgeting and financial modeling basics