

Advanced Excel

A Why Learn Microsoft Excel?

Excel skills are useful in many job roles, including MIS Executive, Data Analyst, Accounts Executive, Business Analyst, and Office Administrator. Learning Excel can help you save time, reduce manual work, improve accuracy, and make better use of data.

Advanced Excel Training Syllabus

Fee: Rs. 6000/-

DURATION: 30 Session

(2 Hour Session)

■ Introduction

- About MS-Excel
- Worksheet, Workbook & Workspace
- Screen Elements of MS Excel
- Ribbon Bar
- File Menu

■ Topic

- Type of Referencing: Absolute, Relative & Mixed
- About Cell, Name Box, Formula Bar
- Understanding File Formats: .xls, .xlsx, .xlsm, .csv etc.

■ Home Tab

- Copy, Paste Special & Format Painter
- Cell Font & Alignment & Wrap Text
- Flash Fill
- Fill Series and Justify
- Advanced Find & GoTo Special
- Cell Number Formatting
- Chalan & Invoice Homework
- Conditional Formatting
- Format Cells--Format Cell, Heights, Rename
- Sheet, Row & Columns and Range

Excel: Formula & Function, With Assignment

➔ Logical Functions

 AND, OR, NOT, IF, IFERROR, IFNA, TRUE, FALSE

➔ Text Functions

 CHAR, CLEAN, CODE, CONCATENATE, DOLLAR, EXACT, FIND, FIXED, LEFT, LEN, LOWER, MID, NUMBERTOVALUE, PROPER, REPLACE, REPT, RIGHT, SEARCH, SUBSTITUTE, T, TEXT, TRIM, UPPER, VALUE.

➔ Date & Time Functions

 DATE, DAEVALUE, DATEDIFF, DAY, DAYS, EDATE, EOMONTH, HOUR, ISOWEEKNUM, MINUTE, MONTH, NETWORKDAYS, NETWORKDAYS.INTL, NOW, SECOND, TIME, TIMEVALUE, TODAY, WEEKDAY, WEELKNUM, WORKDAY, WORKDAY.INTL, YEAR.

➔ Math Functions

 ABS, COMBIN, EVEN, FACT, FACTDBOUBLE, INT, MOD, MROUND, ODD, PRODUCT, RAND, RANDBETWEEN, ROMAN, ROUND, ROUNDDOWN, ROUNDUP, SUBTOTAL, SUM, SUMIF, SUMIFS, SUMPRODUCT.

➔ Statistical Functions

 AVERAGE, AVERAGEA, AVERAGEIF, AVERAGEIFS, COUNT, COUNTA, COUNTBLANK, COUNTIF, COUNTIFS, LARGE, MAX, MAXA, MEDIAN, MIN, MINA, RANK, SMALL

➔ Information Functions

 CELL, ERROR.TYPE, INFO, ISBLANK, ISERR, ISERROR, ISEVEN, ISFORMULA, ISLOGICAL, ISNA, ISNONTEXT, ISNUMBER, ISODD, ISREF, ITEXT, N

➔ Lookup & Reference Functions

 ADDRESS, AREAS, CHOOSE, COLUMN, COLUMNS, FORMULATEXT, GETPIVOTDATA, HLOOKUP, HYPERLINK, INDEX, INDIRECT, LOOKUP, MATCH, OFFSET, ROW, ROWS, TRANSPOSE, VLOOKUP, XLOOKUP

■ How to use Array

■ Sorting & Filtering

■ How to use Array

■ Database Formula (DGET, DSUM, DCOUNT, DAVERAGE, DCOUNTA, DMAX, DMIN)

■ Insert, View & Page Layout Tab

- Pictures, SmartArt
- **Insert Slicer**
- **Pivot Table**
- **Chart**
- Sparkline, Hyperlink, Symbol

■ Page Layout Tab

- Themes
- Page Setup, Margins and Print Settings
- Print Area, Workbook views, Freeze Panes
- Scale to Fit, Sheet Options & Print Titles

■ Formula Tab

- Function
- Defined Names
- Formula Auditing (Trace Precedents, Trace Dependents, Remove Arrows Show Formulas, Error Checking, Evaluate Formula)
- Watch Window
- Calculation Options

■ Data Tab

- Get External Data
- Sort, Filter & Advanced Filter
- Data Tools
- Text to Columns
- Data Validation

■ Review Tab

- Insert Comments, Spelling & Grammar
- Protect Sheet, Workbook, Cell
- Share Workbook
- Track changes
- Allow Users to Edit Range

■ View Tab

- Workbook Views
- Show
- Zoom
- Freeze Panes

Advanced Excel: Features & Techniques

■ Advanced Conditional Formatting Using Functions

■ Searching Technique with GoTo Special...

■ **Insert Slicer, Pivot Table & Chart**

■ Function Nesting to get result

■ Lookup to Left with Index & Match

■ Find & Remove Duplicate Entries

■ Nesting If + and

■ Making calendar with Date function

■ Pivot table with Name Defined & Offset

■ Making calendar with Date function

■ Dashboard

■ Excel Option

■ Developer Tab (Form Controls)

■ Working with Short Cut

■ Macro Introduction

- What is Macro?
- Creating Excel Macro
- How to Run & Edit Macro