



Advance Excel

Advanced Excel Skills Include The Ability To Produce Graphs And Tables, Use Spreadsheets Efficiently, And Perform Calculations And Automation To Process Large Volumes Of Data.



Course Duration :- 2 MONTH

BASIC Microsoft Excel

- ✓ Spreadsheet basics
- ✓ Creating, editing, saving and printing spreadsheets
- ✓ Working with functions & formulae
- ✓ Graphically representing data : Charts & Graphs
- ✓ Analyzing data : Data Menu, Subtotal, Filtering Data
- ✓ Working with functions & formulae Formatting worksheets , Securing & Protecting spreadsheets

Formulas & Macros Formulas

- ✓ Use the Function Wizard, Common functions
- ✓ (AVERAGE, MIN, MAX, COUNT,COUNTA, ROUND, INT)
- ✓ Nested functions , Name cells /ranges /constants
- ✓ Relative, Absolute, Mixed cell references : >,< ,= operators
- ✓ Logical functions using IF, AND, OR, NOT
- ✓ The LOOKUP function , Date and time functions , Annotating formulas

DATA ANALYSIS

- ✓ Sub Total Reports, Auto Filter
- ✓ Password Protecting Worksheets
- ✓ Linking Multiple Sheets
- ✓ Sheet Referencing
- ✓ Linking Between Word/Excel/Ppt

FUNCTIONS

LOOKUP, VLOOKUP, HLOOKUP, COUNTIF, SUMIF

- ✓ What-if-analysis
- ✓ GOAL SEEK
- ✓ NESTED IF
- ✓ Reporting
- ✓ Character Functions
- ✓ Date Functions
- ✓ Age Calculations
- ✓ Consolidation of Data
- ✓ Data Validation
- ✓ DMAX function
- ✓ DCOUNTA function
- ✓ DCOUNT function
- ✓ DAVERAGE function
- ✓ DMIN function

PIVOT TABLES

- ✓ Enter the Pivot Table Data
- ✓ Create the Pivot Table
- ✓ Adding Data to the Pivot Table
- ✓ Filtering the Pivot Table Data
- ✓ Change the Pivot Table Data
- ✓ Analyze Data Columns in Pivot Tables
- ✓ Adjust Data to Analyze
- ✓ Pivot Charts
- ✓ sparklines
- ✓ summarise, sort, reorganise, group, count, total or average data stored in a table.

MACROS

- ✓ Macros
- ✓ Definition and use, Record a macro
- ✓ Assign a macro, Run a macro
- ✓ Store a macro, Introduction to VBA Prog.
- ✓ Sharing Macros
- ✓ Variables and Data Types

DEVELOP THE WORKSHEET

- ✓ Plan a worksheet , Row and Column labels
- ✓ Split worksheet /box /bar, Copy data and formulas
- ✓ Display /move toolbars , Enhance worksheet Appearance

SPECIAL OPERATIONS

- ✓ Use multiple windows : Copy/paste between Worksheets
- ✓ Link worksheets , Consolidate worksheets
- ✓ Import and link from other Applications
- ✓ Use AutoFormat : Create, use and modify styles and templates
- ✓ Print features : Create /edit an outline
- ✓ Graphic Operations:
- ✓ Create charts , Enhance charts, Drawing toolbar