

Course Contents of "Advanced Excel" :

What is Excel ?

Microsoft Excel is a general purpose electronic spreadsheet to use to organize, calculate, and analyze data.

This course will provide Basic/Advanced Understanding of Excel, make user familiar to create formula and give platform to make good analysis and introduce Powerful tools of advance excel so that user can make advance analysis for their Research work or office automation with the help of those tools.

Course Contents:

- **Overview of the Basics of Excel**
 - Spreadsheet basics
 - Creating, editing, saving and printing spreadsheets
 - Working with functions & formulae
 - Common functions (AVERAGE, MIN, MAX, COUNT, COUNTA, IF)
 - Formatting worksheets
 - Graphically representing data : Charts & Graphs
 - Customizing common options in Excel
 - Protecting and un-protecting worksheets and cells

- **Advanced Excel – Formatting:**
 - Using auto formatting option for worksheets
 - Using conditional formatting option for rows, columns and cells

- **Advanced Excel - Working with Formulas & Functions:**
 - Absolute, relative and mixed cell references
 - Nested functions , Name cells /ranges /constants
 - Logical functions using IF, AND, OR, NOT
 - Power Functions (CountIf, CountIFS, SumIF, SumIFS)
 - Working with Table object

- **Advanced Excel - Sorting and Filtering Data:**
 - Sorting tables, Using multiple-level sorting, Using custom sorting
 - Filtering data for selected view (AutoFilter)
 - Using advanced filter options

- **Advanced Excel - Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX) :**
 - VlookUP with Exact Match, Approximate Match
 - Using VLookUP to consolidate Data from Multiple Sheets
 - Search data with Match and Index with Exact Match, Approximate Match

- **Advanced Excel Course - Working with Reports:**
 - Creating Pivot tables
 - Formatting and customizing Pivot tables
 - Using advanced options of Pivot tables
 - Show Value As (% of Row, % of Column, Running Total, Compare with Specific Field)
 - Viewing Subtotal under Pivot
 - Creating Slicers (Version 2010 & Above)
 - Pivot charts

- **Advanced Excel - More Functions:**
 - Text functions
 - Date and time functions
 - Statistical functions
 - Array functions
 - Financial functions
 - Database functions

- **Advanced Excel – Charts:**
 - Creating 2D Charts
 - Formatting Charts
 - Creating 3D Graphs
 - Using Bar and Line Chart together
 - Using Secondary Axis in Graphs

- **Advanced Excel - WhatIf Analysis:**
 - Goal Seek
 - Data Tables
 - Scenario Manager

- **Advanced Excel – Macros:**
 - Relative & Absolute Macros
 - Editing Macro's