Advance MS-Excel

Unit 1: Basic and new excel features in different versions of Excel, Types of references to perform complex calculations

• Introduction of Excel with different Excel versions

• Work with Comments

• Copy/Paste, Paste Special

• Changing the font and font size

• Changing font color

• Fill Effects

• Wrapping text within a cell

• Cell Formatting

• Filter, Advance Filter, Color Filter

• Sorting, Advance Sorting, Custom Sorting

• Flash Fill Feature in Excel 2013

• Absolute, Relative and Mixed Cell References

• Protect sheet and workbook

• Lock cell

• Table Feature

• Freeze and unfreeze panes and Split

• Excel Keyboard Shortcut Keys

Unit 2: Custom Number Format, GOTO Special, Hyperlink, Remove Duplicates and Data Validation

• Changing the number format

• Understanding the number format codes

• Changing the font color with number format codes

• Adding the text with number format codes

• Hide Number and Text based on criteria

• GOTO SPEICAL functionality in Excel

• Hyperlink from different sheet, workbook, cell, defined names and websites

• Using Hyperlink function open any website, send email

• Remove Duplicates • Data Validation: Avoid any duplicate entry in range, Create Validation List, create error message and input message etc. • Watch Window

Unit 3: Name Manager, COUNT Functions, COUNTIF with wild card, Running Count and Arrange Data with Function

• Define Name using Name Manager
• Create from Selection
• Name Convention in Name Manager
• COUNT, COUNTA, COUNTBLANK
• COUNTIF,COUNTIFS
• COUNTIF with wildcard
• Arrange Data
• Unique Entry using COUNTIF function
• Find Duplicates using COUNTIF Function
• Running Count

Unit 4: SUMPRODUCT Function, logical Functions and Grouping and ungrouping in Excel

• SUMPRODUCT, SUMIF, SUMIFS, Group, ungroup and Subtotal, Freeze Panes and Split
• Learn to use SUMPRODUCT for COUNT, SUM, AVERAGE, COUNTIF, SUMIF and AVERAGEIF etc.
• Group Rows
• Group Columns
• Ungroup Rows and Columns
• Subtotal Feature
• Subtotal Function
• Logical Functions: IF, Nested IF, AND, OR, NOT, XOR, IFERROR

Unit 5: Text functions in Excel to solve complex text problems, text to column functionality

• Different TEXT Functions used in Excel
• Using multiple text functions for complex problems
• Text to column functionality of excel
• What If Analysis in Excel

Unit 6: Date Functions in Excel, creating dynamic calendar for whole months and years

• Date Functions in excel.
• Create and Design Calendar using Different Date Functions (WEEKDAY, WEEKNUM, EOMONTH, EDATE) in excel.
• Calculate Age using DATEDIF Function
• count working days using NETWORKDAYS Function

Unit 7: LOOKUP, VLOOKUP, HLOOKUP function and OFFSET functions

• VLOOKUP, HLOOKUP, LOOKUP, OFFSET AND CHOOSE
• 30 Different usage of VLOOKUP
• VLOOKUP with Exact Match
• VLOOKUP with Approximate Match
• OFFSET function with drop down list

Unit 8: Array formula, INDEX, MATCH, SMALL, LARGE, ROW and COLUMN functions

• Advance uses of Array Formula INDEX, MATCH, SMALL, LARGE,
• ROW,COLUMN
• Use of INDEX Formula
• To get INDEX number using MATCH function
• SMALL and LARGE Functions with array
• Difference and use of ROW and ROWS functions
• COLUMN and COLUMNS function
• Lookup image using INDEX Function

Unit 9: Advanced Conditional Formatting and Data Bars

• Advanced Conditional Formatting
• Highlight Cell Rule
• Text that contains
• Highlight Duplicate cell value
• Top/Bottom Rules
• Data Bars
• color Scale
• Icon Set• using formula in Conditional Formatting

Unit 10: Advanced Formula, uses of INDIRECT function, creating range by text strings

• Advance Formula
• Create Dependent Validation List using INDIRECT function
• Create range by TEXT strings
• Use of ACTIVEX Control
• Create Dashboard using INDIRECT and ACTIVEX Control

Unit 11: Working on Pivots, creating Pivots from different sources and adding fields into it

 Pivot table, Slicer, GETPIVOTDATA function, Pivot Chart
• Design pivot table
• use of slicer
• Add Calculated Field and Item in Pivot Create Pivot table from multiple sheets
• Create Pivot table from External Data Sources
• Introduction to Different types of Pivot Charts
• Dynamic Pivot Charts

Unit 12: Creating dashboards and reports by using excel features and functions, live experience to create dashboard

• Special Class for Dashboard Creation
• How to Design Dashboard using Pivot table, Pivot Chart
• Use of ACTIVEX Control in Dashboard
• Effective way of using Color Combination
• Use of Binary format Excel