

# **Advance Excel Course**

## **Topic - 1**

- ❖ Different Terms of Excel(TAB, Ribbon, Groups, Commands, Name Box, Formula Bar)
- ❖ Basics of Excel(Cell, Range, Column, Row, worksheet, workbook)
- ❖ Few shortcut for Navigation (Alt+Tab, Ctrl+Arrow, Ctrl+Shift+Arrow, Ctrl+Pg-dn/Pg up)
- ❖ Few shortcut(Ctrl+D, Ctrl+R, Ctrl+Shift+L, Ctrl+Alt+V,Alt+Func+F1)
- ❖ ClipBoard( Paste Special Values/Transpose/Skip Blank)
  
- ❖ Font(Subscript, Superscript, Strikethrough)
- ❖ Allignment(Wrap Text, Merge)
- ❖ Number(Usage of Decimal, Number Format)

## **Topic - 2**

- ❖ Conditional Formatting
- ❖ Format as Table
- ❖ Cell Styles
- ❖ Cells Insert/Delete/Format
- ❖ Protect Sheet
- ❖ Fill\_Series
- ❖ Flash Fill

## **Topic - 3**

- ❖ Different Types of Reference(Relative, Absolute, Mix) & Few Case study
- ❖ Usage of Sort & Few Case Study
- ❖ Usage of Filter/Advance Filter & Few Case Study

## **Topic - 4**

- ❖ Different Types of Charts
- ❖ Column & Bar & Pie/Doughnut
- ❖ Stacked & Clustered
- ❖ Line Chart
- ❖ XY Chart
- ❖ Combo Chart
- ❖ Map Chart
- ❖ Histogram

## **Topic - 5**

- ❖ Function Introduction
- ❖ Basic Mathematical Functions(Sum,Average,Max,Min,Count)
- ❖ Ifs with one condition
- ❖ Ifs with multiple condition
- ❖ Automating the report

## **Topic - 6**

- ❖ Logical Function Introduction
- ❖ Logical Function IF
- ❖ IF with AND, OR
- ❖ NESTED IF or IFS
- ❖ IF with XOR

## **Topic - 7**

- ❖ Text Function Introduction
- ❖ Different Text Function(LEFT,RIGHT,MID,LEN,FIND,TEXTJOIN,CONCATENATE,TRIM,UPPER LOWER)
- ❖ Case Study on Text Function

## **Topic - 8**

- ❖ Date & Time Function Introduction
- ❖ Today, Now, Edate, EOMONTH ,DATEDIF,DAY,DATE,MONTH YEAR
- ❖ Time Function
- ❖ Workday, Networkdays, Networkdays.intl Function

## **Topic - 9**

- ❖ Why VLookup
- ❖ VLookup with Exact Match, Approx Match
- ❖ VLookup with Data Validation
- ❖ Vlookup with IFERROR, TRIM, WILDCARD
- ❖ HLookup
- ❖ XLookup
- ❖ INDEX MATCH
- ❖ Case Study

## **Topic - 10**

- ❖ Pivot Table Basics
- ❖ Report Creation using Pivot Table
- ❖ Report Automation using Pivot Table
- ❖ Slicer
- ❖ Timeline

## **Topic - 11**

- ❖ Offset & Indirect Function

## **Topic - 12**

- ❖ Introduction of Financial Function
- ❖ Goal Seek/What-If-Analysis
- ❖ Scenario Manager
- ❖ PV & FV Function
- ❖ IRR & NPV Function
- ❖ PMT Function

## **Topic - 13**

- ❖ Statistical Tools Introduction
- ❖ Central Tendency Concept
- ❖ Mean, Median, Mode Function
- ❖ Deviation Measuring Tools(SD, Variance)
- ❖ Statistical Data Analysis Tools
- ❖ Linear Regression, Correlation Coefficient

## **Topic - 14**

- ❖ Concept of Macro in Excel

## **Topic - 15**

- ❖ Dashboard Concept
- ❖ Dynamic Dashboard Creation
- ❖ Different Case Study on Dashboard projects

## **Topic - 16**

- ❖ Concept of MS-Query to extract data
- ❖ Complex Data Analysis using Power Query
- ❖ Case Study