Advanced Excel 2010
Module L3 - Course Outline

This course designed keeping in mind the needs and deeds of varying professionals working with the cutting-edge technologies. The basic aim of the course is to provide in-depth knowledge of Microsoft Excel, so they can create elegant business report and develop the dashboards which allow managers to get high-level overview of the business and help them make quick decisions

Course Content

Module I

- Introducing Excel
- Entering and Editing Worksheet Data
- Essential Worksheet Operations
- Working with Cells and Ranges
- Introducing Tables
- Worksheet Formatting
- Understanding Excel Files
- Using and Creating Templates
- Printing Your Work
- Working with Formulas and Functions
- Creating Formulas That Manipulate Text
- Working with Dates and Times
- Creating Formulas That Count and Sum
- Creating Formulas That Look Up Values
- Creating Formulas for Financial Applications
- Miscellaneous Calculations
- Introducing Array Formulas
- Performing Magic with Array Formulas
- Creating Charts and Graphics
- Learning Advanced Charting

Module II

- Visualizing Data Using Conditional Formatting
- Creating Sparkline Graphics
- Enhancing Your Work with Pictures and Drawings
- Customizing the Excel User Interface
- Using Advanced Excel Features
- Using Custom Number Formats
- Using Data Validation
- Creating and Using Worksheet Outlines
- Linking and Consolidating Worksheets
- Excel and the Internet
- Protecting Your Work
- Making Your Worksheets Error Free
- Importing and Cleaning Data
- Introducing Pivot Tables
- Analyzing Data with Pivot Tables
- Performing Spreadsheet What-If Analysis
- Analyzing Data Using Goal Seeking and Solver
- Analyzing Data with the Analysis ToolPak
- Introducing Visual Basic for Applications
- Creating UserForms
- Using UserForms Controls in a Worksheet
- What Is an Add-In
- Worksheet Function Reference
- Excel Shortcut Keys

Course Duration: 21 hrs.

Payment Structure:-
No partial payment available, Candidate will pay the total amount at the beginning of course.

* Batch Scheduled on weekends (Saturday/Sunday) only

*TERMS&CONDITIONS:
No refunds can be made for cancellations.
However the registered participant can enroll for other professional courses, if conducting at that time.

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Main High spot Topics

Excel Framework
File conversation & compatibility
File management
Charts & Graphics
Conditional formatting
Filtering & Sorting
Formulas
List of worksheet functions
Compatibility functions
Database functions
Financial functions
Information functions
Logical functions
Lookup & Reference functions
Introducing Lookup Formulas
Functions Relevant to Lookups
Basic Lookup Formulas
The VLOOKUP function
The HLOOKUP function
The LOOKUP function
Combining the MATCH and INDEX functions
Specialized Lookup Formulas
Looking up an exact value
Looking up a value to the left
Performing a case-sensitive lookup
Looking up a value from multiple lookup tables
Determining letter grades for test scores
Calculating a grade-point average
Performing a two-way lookup
Performing a two-column lookup
Determining the cell address of a value within a range
Looking up a value by using the closest match
Math & Trigonometry functions
Text functions
Statistics functions
User defined functions – UDFs
Analyzing Data
What-if Analysis
Pivot Table reports
Importing & Exporting data
Validating Data

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