Microsoft Excel (Advanced)

Course Overview

Topics: 7
Learning Hours: 07:15
Contents: Interactive
Supplements: None
Type: Self-Paced

Course Details:

Description:

Microsoft Excel is a must have skill for any professional because of its widespread use in the home, educational institutions as well as corporates.

This is the second course in our series on Microsoft Excel courses. It builds on the Microsoft Excel (Basic) course by covering advanced topics such as Formulas/Functions, Tables, Charts, Pivot Tables and Data Validation.

It is intended to give you a comprehensive overview of Microsoft Excel and prepare you for using Microsoft Excel with ease in everyday job.

Topics:

1. Introduction to Formulas & Functions
2. Formatting in Excel
3. Introduction to Tables
4. Working with Charts
5. Pivot Tables
6. Advance Functions
7. Data Validation & Protection

What You Get:

✓ Courseware by experienced mentor
✓ 7 topics via self-paced interactive content
✓ 7 Hours of e-Learning

Other Courses on Microsoft Excel:

➢ Microsoft Excel – Basic (FREE)
➢ Microsoft Excel – Data Import & Analysis
➢ Microsoft Excel – All About Charts
➢ Microsoft Excel – Pivot Tables in Depth
➢ Microsoft Excel – VBA for Business Users

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Topics in Detail:

- Introduction to Formulas & Functions
  Formulas makes spreadsheet a spreadsheet and it is better to know important & rich set of inbuilt functions in Excel 2013 so that we can productively use it in our workbooks. Learn important concepts about formulas and references and different calculation methods which Excel provides.
  - Learning about Formulas & Function
  - Know & understand calculations methods available in MS Excel
  - Learning about relative, absolute & mixed referencing
  - Creating and managing Names
  - Understanding formula errors and resolving
  - Learn and create array formulas
  - Counting & Summing
  - Working with Dates & Times
  - Handling Complex and large Formula
  - Linking & Consolidating Worksheets

- Formatting in Excel
  We have been formatting our workbooks using options such as bold, italic and underline etc. but spreadsheets are more than that. Learn in this module more about advanced formatting and making use of format painter for best productivity. Also explore conditional formatting along with data bars to make your data look more readable and visually appealing. Also we learn about advanced printing from your worksheet data.
  - Adding borders and shapes
  - Using format painter
  - Conditional and advance formatting
  - Printing worksheet

- Introduction to Tables
  Tables are another way of keeping your data in worksheet for few options which normal data in worksheet does not provide. Learn about converting existing range into tables and vies a versa.
  - Creating tables
  - Changing design of the tables
  - Setting table options

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Topics in Detail (Continued…….):

- Working with Charts
  Learn about various types of charts and how to add third dimension to your existing charts and advance formatting for your charts.
    - Quick charts
    - Creating charts
    - Adding more data to existing charts
    - Three – dimensional charts
    - Formatting charts

- Pivot Tables
  Pivots are advance way to quickly analyse your data. Learn about creating quick pivot tables to advanced customized pivot tables and pivot charts.
    - Introduction to pivot tables,
    - Identifying which data is appropriate for pivot table
    - Laying out the pivot table
    - Modifying pivot table
    - Analysing data with pivot table

- Advance Functions
  Lookups are most important functions of Microsoft Excel software. This module talks about the various types of lookup functions. Also explore MATCH and OFFSET for virtually searching anything across workbook using formulas. INDIRECT is another powerful function which we must know to make our worksheet dynamic without using macros.
    - Learn lookup function to search data effectively
    - Power of MATCH and OFFSET functions
    - Introduction to INDIRECT function
    - Performing text operations using text formulas

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Topics in Detail (Continued…….):

- **Data Validation & Protection**
  Ensuring your workbook & worksheet structure does not changes when it moves out from your personal computer. Making workbook password protected, ensuring your formulas are not edited, providing proper input message and error message for wrong inputs into your worksheets.
  - Learning validating data inputs into your worksheets
  - Proving drop down list for fixed inputs
  - Producing relevant input and error messages
  - Protecting cell or range and its formula's visibility to other users
  - Protecting workbook and worksheets

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