

ADVANCE EXCEL - COURSE CONTENTS

Session I

Introduction of Excel
Brief History of Excel
About Excel Versions & Importance
What's new in Excel
Excel Extensions
Screen & Spreadsheets Elements
Limitations of Excel
Basics of Excel

Session II

Working with Ranges
Range Names, Define Names, Name Manager
Formatting Numbers, Text, Cells
Working with Columns and Rows
Different type of Paste Specials
Printing & Page Setups
Protect, Data validations, Conditional Formatting etc..
Hyper Links, Compare Side by Side, Freeze Panes
Excel Shortcuts

Session III - 25 Functions

And, OR, False, True, If, Iferror, NOT, Error.type, Isblank, Iseven, Isodd, Type, Round, ABS
Sum, MAX, MIN, Average, Count, CountA, CountBlank, CountIf, Countifs, Rand, Randbetween

Session IV - 45 Functions

Bahttext, Char, Code, Clean, Trim, Concatenate, Dollar, Fixed, Exact, Find, Search
Left, Mid, Right, Len, Lower, Upper, Proper, Replace, Substitute, Rept, T, Text, Value

 **Text Functions (24)**

Date, Datevalue, Day, Days360, Edate, Eomonth, Hour, Minute, Month, Networkdays, Now,
Second, Time, Timevalue, Today, Weekday, Weeknum, Workday, Year, Yearfrac, Datedif

 **Date & Time Functions (21)**

Session V - 18 Functions

Address, Areas, Choose, Column, Columns, Getpivotdata, Hlookup, Hyperlink, Index
Indirect, Lookup, Match, Offset, Row, Rows, RTD, Transpose, Vlookup.

Session VI

Advanced / Custom Sort & Filters, SubTotals, Sumproduct, Password Protections,
Text to Columns, Fill Blanks, Comments with a diff, Group, Ungroup, Remove Duplicates,
Multiple Pivots in one click, Table Formats & Dynamic Named Range
Row Differences, Import Access Data / Text files, Charts & Pivots.

Session VII

Consolidation & Solver,
What-If Analysis (Using Scenarios, Goal Seek and Data Tables)

Session VII

Formula Auditing Tools
Calculation Tools (Automatic / Manual)
Macros - Using, Recording & Editing
Custom Toolbars and Buttons
Doubts If any.