

# Advanced Excel Training

(Duration 16 +or- 2 Hours)

Session	Topics	Sub Topics
Session 01	Working with Advanced Functions	<ul style="list-style-type: none"><li>• Sum, SumIF, SumIFS</li><li>• Count, CountIF, CountIFS</li><li>• Using the IF</li><li>• Nested IF</li><li>• Logical Conditions using And, Or, Not</li><li>• Using Table Lookup</li><li>• Using Table HLookup</li><li>• Using Table VLookup</li><li>• Using Index, Match</li><li>• Lookup &amp; 2D Lookup using Index and Match</li><li>• Using Exact, Choose</li><li>• Using SumProduct</li><li>• Using String (Concatenate, Case, Proper, Substitute, Replace, Left, Right)</li><li>• Using Round, RoundUp, RoundDown</li><li>• Using Floor, Ceiling</li><li>• Using Find, Search</li><li>• Using IFError, IsError, IsErr, IsNA</li><li>• Using IsOdd, IsEven, IsText, IsNumber</li><li>• Combination above Functions</li><li>• Parsing sentence, Counting words</li><li>• Validating Email, Mobile, Website</li></ul>
Session 02	PivotTables	<ul style="list-style-type: none"><li>• Understanding PivotTables</li><li>• Creating a PivotTable using Worksheet Data</li><li>• Modifying PivotTable Fields</li><li>• Using a Report Filter</li><li>• Refreshing a PivotTable</li></ul>
Session 03	PivotChart	<ul style="list-style-type: none"><li>• Understanding PivotChart</li><li>• Creating a PivotChart using Worksheet Data</li><li>• Modifying PivotTable Fields</li><li>• Using a Report Filter</li><li>• Refreshing a PivotChart</li></ul>
Session 04	Data Analysis Tools	<ul style="list-style-type: none"><li>• Creating Scenarios</li><li>• Working with Scenarios</li><li>• Using Goal Seek</li><li>• Using One-Input Data Tables</li><li>• Using Two-Input Data Tables</li></ul>

## Session 05

### Data Validation & Conditional Formatting in Depth

- Data Validation
  - ✓ Find duplicate
  - ✓ Validate Mobile number
  - ✓ Validate Date
  - ✓ Cascading data list
- Conditional Formatting in Depth