

Excel 2010 Syllabus at AFCKS Technologies

Formulas

Technique for Creating Complicated Formulas

Text functions

IsNumber
IsText
Left
Right
Find
Mid
Len
Upper
Lower
Proper
Trim
Substitute
Replace
Rept
Concatenate

Reference Functions

Row
Row in Array Formula
Column
Column in Array Formula
Address
Offset
Transpose
Indirect
GetPivot Data

Lookup Functions

Choose
Vlookup
Making Vlookup Dynamic
Using Vlookup in Horizontal data
Making Abstract Table for Vlookup
Hlookup
Index
Index (Two Dimentional)
Index (Three Dimentional)
Match
Using Lookups instead of Nested If's

Error Functions

IsErr
IsError
IsNA
IfError

Logical Functions

If
Nested Ifs
True
False
And
Or
Not

Date & Time Functions

Date
Time
Today
Now
Day
Month
Year
Networkdays
Networkdays.Intl
Weekday
Workday
Workday.Intl
DATEDIF

Array and Summarizing Function

Entering Array Formulas & Concept
Benefits of using Array Formulas
Sumproduct for Multiple condition summarization
Sumproduct with And and Or Condition
SumIf
Countif
Sumifs
Countifs
Resolving version conflicts
Subtotal
Using Wildcards

Database functions

Dsum
Dcount
Dget
Daverage

Financial functions

PMT
FV
PV
RATE

Random Functions and Concepts

RandBetween
Rand
Random Numbers
Random Dates
Random Time
Random Characters
Random Text
Generating Dependent Random Texts

Information Functions

CountA
Count
Average
Max
Min
Large
Small

Tools

Using Find/Replace

Wild Card Search
Complete and Partial Cell Search
Finding within Text/Formulas
Case Sensitive Searches
Selecting Useful data by using Find
Replacing Formats
Modifying Formulas
Knowing why you are not able to find your data

Using Goto

Navigating to Cells
Coming back to previous Cell
All Options under Goto Special
Technique for Selecting Huge Data

Using Excel Names

Naming Rules
Storing Data in Names
Overcomming Nesting Limitation
Simplifying Complicated Formulas
Easy Navigation
Enabling Standardization
Understanding Intersection

Securing Sheets/Workbook

Protect/Unprotect Sheet
Protect specific Cells
Unprotect specific Cells
Hiding Formulas
Restricting Access to Range by Password/UserIDs
Protecting Windows/Structures
Giving Password to Open/Modify
Normaly Hiding Worksheet
Hiding Sheet so that unauthorize person cannot Unhide

Sharing Workbook and Tracking Changes

Sharing Workbook
Managing change History

Paste Special

Converting Formulas to Values
Duplicating Formats, Comments, Validations etc.
Performing Addition, Substraction, Multiplication on Given data
Transpose Data and Pasting as Links

Using Form Controls

Option Button
Drop Down
Scroll Bars

Text To Columns

With Delimited Data
With Fixed Width Data

Conditional Formatting

Based on Cell Value
Creating Heat Chart
Using Data Bars
Top or Bottom Ranked Values
Above or below average
Unique or duplicate
Using Formula to Format Cells
Finding Alternate solutions for 2003 and prior versions

Using Macro Recorder

Recording Macro
Assigning Macro to Buttons
Assigning Shortcut Keys to Macro
Points to be noted while using Macro Recorder

AutoFilter and Sorting

Filtering Data
Shortcuts
Sorting Data
Sorting by Custom List
Sorting by rows

Advanced Filter

Getting Unique List
Getting Unique Combinations
Getting only desired Columns
Points to be noted
Filtering Data in Place
Copy Filtered Data to Another Location
And Criteria
Or Criteria
And and Or Criteria
Using Formula to specify Criteria
Creating a Adv Filter Program using Macro

Subtotal and Outlines

Prerequisite for Subtotal
Creating Subtotal
Creating Multiple Subtotals
Removing Subtotals
Creating Outlines Manually
Removing Outlines

Charts and Dashboards

Creating Column Chart
Changing Orientation of Chart
Understanding Legends, Chart Area, Plot Area, Series etc.
Creating Bar Chart
Gantt Chart
Mixing Various type of charts
Doughnut Chart
Pie Chart
Speedometer Chart
Scrolling Charts
Block Charts
Dashboard Concept
Creating Multiple Dashboards

Pivot Tables and Charts

Creating Pivot Table
Adding Row/Column/Data/Page Fields
Summarizing Date into Years/Qtrs/Months etc.
Summarizing Dates by Financial Year Qtrs
Analysing Pivot data from various angles
Creating Pivot Charts
Showing Report of Page Items on separate pages
Creating Multiple Pivots from the same cache
Situations when to use different Pivot Caches
Formatting Pivot Tables
Using Calculated Fields
Various Pivot Table Options
Using GetPivotData function
Creating Pivot Table from External Data

Formula Auditing

Trace Precedent
Trace Dependent
Clear Arrows

Data Consolidation

By Using Three Dimensional Sum
By Using Consolidation Tool
By Using Pivot Table
Single and Multiple Page Fields

Using Access data

Importing data from Access
Pulling Excel Data to Access
Using Queries to Import Data
Understanding use of Table

What if Analysis

Data Tables
Scenerios
Goal Seek

Power Pivot

Installation
Background & Usefulness
Implementation & Usage

Concepts

Date and Time Concepts

Shortcuts for Date & Time
Entering Dates and System Setting
Entering Time Manually
Time bases calculations
Getting Difference between two Dates
Getting Difference between two Time
Getting Time Difference between long Dates
Getting Workday Differences
Adding Day/Workdays to Dates
Getting Absolute Time Difference

Cell Linking

Linking (Manual Method)
Linking (by Paste Special)
Linking within Sheet/Workbook or Other Workbooks
Words of Caution
Linking and Updation Concepts
Checking and Maintaining Links Health
Links while sending across Locations
Moving To and from Link to destination
Formula Auditing
Reasons when links are not updated

Hyperlink

Hyperlink to webpage
Hyperlink to other Document or File
Hyperlink to a range in the same workbook
Hyperlink to an email ID
Dynamic Hyperlinks using Formula