Excel Training – Course Brochure

About Excel Training

This Excel training is to help everyone to learn, develop and to get exposure to their MS-Excel knowledge. It will help you to get knowledge on various world class examples. This training is based on the practical experience and not just an explanatory course. This aim of this training is to make users expert in excel.

Channel of the Training

Online training and provides world class examples

Weekend training (Saturday & Sunday)

Weekday (Monday to Thursday)

Testimonials/Feedbacks

* I have attended for both excel & VBA customized training and it was awesome and have found his trainings are very useful

* His trainings are very simple to understand

Coming Soon!

Download: Downloadable option to download the training videos which can be watched in your own pace. This will help you to watch the training videos repeatedly at your own time.

VBA – Excel Macros: VBA training would be launched in November 2014 and will have attractive discounts for advanced admissions*

Contact Details

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Website: http://www.excelforum.org/

*conditions apply

Lessons Covered

Introduction

Introduction to Excel. Advantages of Excel & where all it can be used. Navigation through ribbons

Formatting

Introduction & Use of Formatting Cells

About Format Painter

About Paste Special

About Format Cells Window

Custom Cell Formats

Number Formats

Date/Time/Date & Time Formatting

Split sheets/Freezing Rows

Formulas

ROWS, COLUMNS

References & Freezing references

Round function

RoundUp

RoundDown

IF Conditions

Nested IF

Combination of IF & Round Functions [Industry Example(s)]

MATCH

INDEX

OFFSET

IFERROR, ISERROR

SMALL & LARGE

Text Function (Format)

Clean Function

Concatenate Function

Find Function

Left/Right Function

Mid Function

REPT function

Trim Function

Upper/Lower/Proper Functions

Excel Challenge/Quiz: [Industry Example(s)]

Date & Time Functions

Finding system current date

Finding system current time

Workday

Net workdays

Weekdays

Hour/Minute/Second Function

Calculating the age of a person

Calculating SLAs (Service Line Agreements)

Calculating TAT (Turn Around Time)

Examples of TAT & SLAs [Industry Example(s)]

Excel Challenge/Quiz: To get only date out of date & time [Industry Example(s)]

Conditional Formatting

1. Introduction of Condition Formatting

2. Difference between Formatting & Conditional Formatting

3. Conditional Formatting Using values

4. Formulas in Conditional Formatting

5. Excel Challenge to Trainees: Icons usage

6. Industry Examples on Conditional Formatting

7. Hiding cell value to appear and only Color to display

8. Removing Conditional Formatting

Tables

1. Introduction of Data tables

2. Advantages of using data tables

Pivot Tables

1. Introduction of Pivot table

2. Creation of Pivot tables

3. Summary functions

4. Calculations in Pivot tables & custom calculation with Calculated Fields & Calculated Items

5. Writing formulas to perform some calculations

6. Grouping & ungrouping of Data in pivot tables

7. Pivot Table Tips

8. Creating of Pivot Charts – Basic

Sorting

1. Arranging data in ascending and descending order

2. Sorting for different types of data – by Numbers, dates, alphabets

3. Sorting challenges for excel 2003 users only

Data Filters

1. How to use auto filter

2. Customize filters using different options

3. Advance Filter - Finding Unique records using advance filter

Data Validation

1. Data Validations

2. Different types of data validation

3. Data validation through a formula

4. Error message in data validation

5. Input message in data validation

Advanced Formulas

1. LOOKUP array

2. VLOOKUP

3. HLOOKUP

4. Advanced LOOKUP

COUNTIF

5. Sumif function

6. SUMIFS & COUNTIFS

7. SUMPRODUCT

Excel Challenge/Quiz: [Industry Example(s)]

Named Ranges

Charts

Introduction to Charts

Various chart(s) in Excel

Formatting options in Charts

Displaying Charts for Turn Around Time (TAT)

Importing Data

Importing Text Files

Text to Columns

How to play around with the Imported Data

Shortcuts

1. Most commonly used Excel Shortcuts

Customizing Quick Access Toolbar

Basic Macros

Introduction to Macros

Recording and running macros

How to get Visual Basic Editor

Excel Project

Excel Project