

Excel Ka Keeda

Relentless Desire to Learn Excel

Course Brochure

Microsoft Excel - Advanced Level

WORKING WITH WORKSHEETS (EXCEL BASICS)

- Copying/Moving/Renaming Worksheet(s)
- Inserting/Deleting/Grouping Worksheets
- Hiding & Unhiding Columns/Rows/Worksheets

FORMULAS

- BODMAS/Formula Error Checking
- Relative References
- Absolute References
- Using \$
- To Define A Name
- Selecting Names (Navigation)
- Manage Names By Using The Name Manager
- Names In Functions
- Rules When Naming Cells
- SUMIF/SUMIFS
- COUNTIF/ COUNTIFS
- AVERAGEIF/AVERAGEIFS
- IF Statements
- Logical Test
- Nested IF
- AND
- OR
- NOT
- HLOOKUP
- VLOOKUP
- ISERROR
- IFERROR
- SUMPRODUCT
- MATCH
- INDEX
- OFFSET
- SMALL
- LARGE
- Text Formulas
- Find Duplication

TEXT FUNCTIONS

- MID/ SEARCH/ LEFT/ RIGHT Functions
- TRIM/ CLEAN/ UPPER/ LOWER Functions

FORMATTING

- Paste Special
- Format Painter
- Formatting Numbers/Dates/Currency
- Table Formats
- Cell Alignment
- Freezing Panes/Splitting Windows

VALIDATIONS

- Input Messages / Error Alerts/ Drop-Down Lists
- Conditional Formatting

TABLES & PIVOT TABLES

- Define A Name for Table
- Table Formatting
- Creating & Formatting PivotTables
- Creating/Modifying a PivotChart
- Summarizing Data

FILTERS & DATA SORTING

- AutoFilter
- Creating a Custom AutoFilter
- Quick Sort
- Custom Sorting Options
- Creating Subtotals
- Organising The List For Subtotals
- Summarising A Subtotal List

SHARING AND PROTECTING WORKBOOKS

- Sharing Workbooks & Tracking Changes
- Protecting Sheets/Workbooks

DATE/TIME FUNCTIONS

- TODAY/NOW & DATE Functions
- NETWORKDAYS Function

CHARTING

- Various Charts In Excel
- Chart Formatting Options
- Formatting/Renaming/Deleting Data Series

PRINTING

- Page Setup & Orientation
- Creating and Formatting Page Headers/Footers
- Printing/Previewing

MACROS

- Introduction to Macros
- Recording & Modifying Macro