



Advance Microsoft Excel

Advance Features of Ms-Excel. Advanced Excel course also enables the student to utilize, the advance features taught in this course in an office environment with maximum efficiency.

BASIC Microsoft Excel:

- ✓ Spreadsheet basics.
- ✓ Insert row, sheet, workbook, column by shortcuts.
- ✓ Delete row, sheet, workbook, column by shortcuts.
- ✓ Creating, editing, saving and printing spreadsheets.
- ✓ Working with functions & formulae.
- ✓ Graphically representing data: Charts & Graphs.
- ✓ Analyzing data: Data Menu, Subtotal, and Filtering Data.
- ✓ Formatting worksheets, Securing & Protecting spreadsheets.
- ✓ Cell formatting & data formatting.

ADVANCED Excel Contents:

- v Formulas & Macros Formulas:
- v Nested functions, Name cells /ranges /constants.
- v Relative, Absolute, Mixed cell references : >, <, = operators
- v Logical functions using IF, AND, OR, NOT.
- v Import & Export data from Different format files.
- v Conditional formatting. Uses of Cell styles.
- v Inserting chart & graph,
- v Work on data analysis.
- v Make report and form.
- v Use excels as database.
- v Join two sheets in one sheet.
- v Sort & filter data.
- v Use of macro.

FUNCTION & FORMULAE:

- v Use the Function Wizard, Common functions. String function, Date function, financial, Logical, Text, Date & Time, Math, function, Statics, informatics .
LOOKUP function, Annotating formulas

DATA ANALYSIS:

- v MIS Report, Chart & graph.
- v Monthly organization performance graphs.
- v Password Protecting Worksheets
- v Linking Multiple sheets
- v Sheet Referencing
- v Linking Between Word/Excel/Power point
- v Functions:- LOOKUP, VLOOKUP, HLOOKUP, COUNTIF, SUMIF.
- v WHAT-IF-ANALYSIS, GOAL SEEK
- v PIVOT Tables, NESTED IF
- v Reporting
- v Character Functions
- v Date Functions
- v Age Calculations

- ✓ Consolidation of Data
- ✓ Data Validation
- ✓ MACRO'S

MACROS:

- ✓ Definition and use , Record a macro
- ✓ Assign a macro , Run a macro
- ✓ Store a macro, Introduction to VBA Programming.

DEVELOP THE WORKSHEET:

- ✓ Plan a worksheet, Row and Column labels
- ✓ Split worksheet /box /bar, Copy data and formulas
- ✓ Display /move toolbars , Enhance worksheet Appearance

SPECIAL OPERATIONS:

- ✓ Use multiple windows: Copy/ paste between Worksheets
- ✓ Link worksheets, Consolidate worksheets
- ✓ Import and link from other Applications
- ✓ Use AutoFormat: Create, use and modify styles and templates
- ✓ Print features: Create /edit an outline

GRAPHIC OPERATIONS:

- ✓ Create charts, Enhance charts, Drawing toolbar features

SMART FUTURE POINT