

Introduction

What is an Excel?
History, Versions
Opportunities & Career Growth

Cell Formatting

Format Painter
Paste Links
Paste Special
Cell Alignment
Indent Increase/Decrease
Wrap Text
Merge & Center
Number Format
Conditional Formatting
Convert to Table
Cells Insert/Delete
Row Height, Column Width
Find, Replace & GoTo

Tables

Create Tables
Tables Formatting
Convert Tables to Ranges
Filters & Adv.Filters

PivotTables

Pivot Charts
Insert Slicers
Change Data Source
Copy and Move
Calculated Fields
Sub Totals, Grand Totals
Report Layouts
Pivot Styles

Charts

Pies Chart
Line Charts
Bar Charts
Interactive Charts
Sparklines

Formulas

Logical

IF, And, Or, IFEError
ISBlank, ISErrror
ISNumber,ISText
ISFormula,ISNA

Text

Clean
Concatenate
Find
Left
Len
Mid
Lower
Proper
Replace
Repeat
Right
Substitute
Text
Trim
Upper

Date & Time

Day
Now
Today
WeekDay
WeekNum

Lookup & Reference

Lookup
Vlookup
Hlookup
Choose
Row
Column
Match
Index
Offset
Transpose
Hyperlink

ADVANCED EXCEL WITH VBA

Conditional

- Sum
- SumIf
- Sumifs
- Count
- CountA
- CountIf
- Countifs
- CountBlank
- Average
- Averagelf

Defined Names

- Name Manager
- Define Name
- Using Names in Formulas & Pivot Tables

Data

- Importing & Exporting Data
- Creating Connections with other Applications
- Text to Columns
- Remove Duplicates
- Data Validation
- Scinario Manager
- Goal Seek
- Data Table
- Grouping, Ungrouping, Sub Totals
- Flash Fill

View

- Removing/Adding Formula Bar
- Removing/Adding Gridlines
- Removing/Adding Row Headers
- Removing/Adding Column Headers
- Zoom
- New Window
- Arange All
- Freeze Panes
- Split

Text

- Text Box
- Word Art
- Object

Shapes & Hyperlinks

Advanced Features

- Hide/Unhide Sheets
- Hide/Unhide Workbooks
- Protect/Unprotect Sheets
- Protect/Unprotect Workbooks
- Hide/Unhide ScrollBars
- Hide/Unhide Status Bar
- Quick Access Tool Bar
- Customize Ribbon
- Collapse the Ribbon
- Creating Symbols with Fonts
- Watch Window
- Calculation Options
- Formula Auditing
- Short Cuts