

MS-EXCEL Training Module

Advanced Excel

Time: 18 hrs

1. Pivots and Pivot Graphs:

- a) Creating of Pivot Table
- b) Using Summary function in Pivot Table
- c) Pivot Table Calculations
- d) Creating own formulas in Pivots
- e) Grouping and Ungrouping in Pivot Tables
- f) Creating Pivot Graph
- g) Calculated Field
- h) Custom Filter on Pivot Table
- i) Formatting Pivot table (Removing old data, grand total, subtotal ...etc.)

2. Working on Objects:

- a) Inserting Objects
- b) Inserting different files into Excel (like .doc, .pdf, .txt files)
- c) Hyper linking to different sheets
- d) Providing screen tips in hyper link
- e) Hyperlink to send emails
- f) Inserting symbols
- g) Sending working file to an email

3. Data Management in Excel:

Sorting:

- a. Rearranging of Data
- b. Sorting by alphabets, numbers and time

Filtering Data:

- a. Using Auto filter option
- b. Custom Filtering with different options
- c. Advanced Filtering

- d. Find Unique records using advanced filtering
- e. Filter using operators AND/OR
- f. Filter by color

Grouping and Outlining Data

- a. Group and ungroup rows and columns
- b. Auto outlining the data

Freezing and Unfreezing

Data Validation:

- a. Use Data Validation in Excel
- b. Using Input Message in Data validation
- c. Using error message in Data Validation

Removing duplicate records:

- a. Remove duplicate records in a spread sheet
- b. Customize to remove the duplicate values

Split Texts:

- a. Split texts to different columns
- b. Remove special character from a string and split the string

Data Consolidation:

- a. Combining different spreadsheet using data consolidation
- b. Using summary function in data consolidation

Data Connection:

- a. Crating connection between two workbooks
- b. Different properties related to connection for e.g. time interval to get data refreshed

Conditional Formatting:

- a. Use of conditional formatting
- b. Custom formatting

Copy Data:

- a. Use of format painter
- b. Use of paste special
- c. Strike through a value
- d. Find and Replace

View Multiple Files:

- a. Arrange multiple windows to view in one time.
- b. Split big sheet into sub sheets for better analysis

Working on Tab:

- a. Hide/ Unhide a tab
- b. Color a tab
- c. Move /Copy the tab to another sheet/workbook

4. Advanced Functions:

- a. V-Lookup
- b. H-Lookup
- c. IF
- d. ISERROR
- e. Index Match
- f. Rows
- g. Columns
- h. Match
- i. Offset
- j. Get Pivot Data
- k. Date and Time Functions
- l. Text Functions (Left, Mid and Right)
- m. Operators
- n. Mathematical functions
- o. Calculation options

Name Manager:

- a. Define a name to a range
- b. Use of name manager
- c. Using formulas in name manager
- d. Editing name range

5. Data Connection from External Data:

- a. From access
- b. From SQL
- c. From Web
- d. From ODBC

6. Customize your Excel view:

- a. Customize Excel view
- b. Developer Option
- c. Trust Centre

- d. Add-Ins
- e. Save directory options
- f. Language Setting
- g. Quick access toolbar

7. Security options in excel:

- a. Protecting the worksheet
- b. Protecting the workbooks
- c. Sharing the workbook
- d. Allow users to edit ranges



Microsoft Excel VBA

1. Introduction to VBA

- WHAT IS VBA?
- INTRODUCTION TO ANOTHER LANGUAGES
- VBA: AN EVENT DRIVEN PROGRAMMING
- VBA: AN OBJECT BASED PROGRAMMING
- ADVANTAGES AND DISADVANTAGES OF VBA
- OBJECTS, PROCEDURES AND PROPERTIES

2. VBA IDE

- OPENING THE EXCEL VBA IDE
- MENU BAR
- TOOLBAR
- PROJECT WINDOW
- CODE WINDOW
- IMMEDIATE WINDOW
- CUSTOMIZING THE VBE

3. Getting Started With Macro

- RECORDING THE MACRO
- EXAMINING THE MACRO
- SAVING WORKBOOKS THAT CONTAIN MACROS

4. Fundamentals of VBA Language

- VARIABLE & CONSTANTS
- KEYWORDS
- DATA TYPES
- PROCEDURES: SUB AND FUNCTION
- ARGUMENTS
- LOCAL VS GLOBAL VARIABLE DECLARATION
- PROCEDURES: PUBLIC OR PRIVATE
- COMMENTS

5. Control Flow & Loops Statements

- RELATIONAL AND LOGICAL OPERATORS
- IF...THEN
- IF...THEN...ELSE
- IF...THEN...ELSEIF...ELSE
- SELECT CASE (WITH TO AND WITH IS)
- DO WHILE...LOOP
- DOLOOP...WHILE
- DO UNTIL...LOOP
- DOLOOP...UNTIL
- FOR...NEXT
- FOR EACH...NEXT
- WHILE...WEND
- THE EXIT STATEMENT

6. Using VBA and Worksheet Functions

- VB FUNCTIONS
- EXCEL FUNCTIONS
- THE WORKBOOKS COLLECTION
- THE SHEETS COLLECTION
- ACTIVATE AND SELECT
- RANGE PROPERTY
- CELLS PROPERTY
- OFFSET PROPERTY
- RESIZE PROPERTY

- CURRENT REGION PROPERTY
- COLUMNS AND ROWS PROPERTIES
- REFERENCING RANGES IN OTHER SHEETS
- USING THE UNION AND INTERSECT METHODS
- USING THE ISEEMPTY FUNCTION
- USING THE AREAS COLLECTION
- TRANSFERRING VALUES BETWEEN ARRAYS AND RANGES

7. Working with Dialog Boxes and Form Objects

- USING LABELS
- USING TEXT BOXES
- USING THE COMMANDBUTTON CONTROL
- USING LIST BOXES
- USING COMBO BOXES
- USING CHECKBOXES
- USING RADIO BUTTONS
- USING TOGGLE BUTTONS
- USING FRAMES
- USING MESSAGE BOXES
- TAKING INPUT USING INPUT BOXES
- TABSTRIP
- USING A SCROLLBAR AS A SLIDER TO SELECT VALUES
- ADDING HELP TIPS TO CONTROLS
- TAB ORDER
- COLOURING THE ACTIVE CONTROL
- TRANSPARENT FORMS
- WORKING WITH MENUS AND TOOLBARS
- CREATING MENUS AND TOOLBARS

8. Handling Errors

- TYPES OF ERRORS IN VBA
- USING THE ON ERROR GOTO STATEMENT
- USING THE RESUME STATEMENT
- WORKING WITH THE ERR OBJECT

9. The Excel Object Model

- INTRODUCING CLASSES AND OBJECTS
- THE OBJECT HIERARCHY
- COLLECTIONS
- REFERRING TO OBJECTS
- NAVIGATING THROUGH THE HIERARCHY
- OBJECT PROPERTIES AND METHODS
- EVENTS
- USING THE WITH...END WITH STATEMENT

10. Arrays

- DECLARING ARRAYS
- SPECIFYING LIMITS
- ARRAY FUNCTION
- TWO DIMENSIONAL ARRAYS
- MULTI DIMENSIONAL ARRAYS
- DYNAMIC ARRAYS

11. The Application Object

- GLOBALS
- THE ACTIVE PROPERTIES
- DISPLAY ALERTS
- SCREEN UPDATING
- EVALUATE
- STATUSBAR
- SEND KEYS
- ONTIME & ON KEY

12. Data Lists

- SORTING A RANGE
- CREATING A TABLE
- SORTING A TABLE
- AUTOFILTER

