EXCEL Training

I am here to help you learn excel

EXCEL IS MOST POWERFUL TOOL

Excel is must for every professional from entry to senior level

Microsoft Excel is one of the most used software applications of all time. Hundreds of millions of people around the world use Microsoft Excel every day. The Power of excel is really amazing, but sometimes it is very challenging and frustrating, By becoming expert you can Take Your Career to the Next Level and you can save Time and work efficiently. The knowledge of MS Excel is prerequisite for all the jobs across industries. This program gives you detailed insight into advanced MS- Excel concepts.

Here I cover wider range of topics, you can save your time using excel inefficiency way, There are many ways in excel to get the result, but we should always try to find fastest way to reach the task

EXCEL

Make powerful dashboards, analyse data like a professional and bring efficiency in your day to day Work life.

Basic Excel	Advanced excel	Introduction to VBA

Along with Excel Training, I will cover MIS Reporting, PowerPoint presentation, Real Time reporting

Basic Excel

Introduction to Excel Screen

- Excel Ribbon
- Tabs, Contextual Tabs
- Quick Access Tool bar
- Overview of, 2007, 2010, 2013

Basics of Excel

- Cell, Rows, Columns, Range, Name Box
- Entering Formulas in Excel
- Alignment, Merge Cell, Wrap Text
- Text, Number Formatting
- Entering Data in Next Line within single cell
- Insert table Picture , symbol

Worksheets & Workbooks

- Insert, Delete, Move, Copy, Group ,Rename .coloring the sheets
- Insert, Delete – Rows/Columns
- Freeze Headings

Basic Formulas & Functions

- Using simple formulas
- Using AutoSum, Average, Min , Max,if, Len.

Fill Series

- Introduction to AutoFill
- Various ways to apply Fill Series
- Number Fill Series – Based on Stop Value
- Inbuilt Fill Series for Text
- Custom based Text Fill Series

Sorting & Filtering

- Auto Filter - Shortcut
- Text Filter – Begins With, Contains, Ends With
- Number Filter– Top 10, Above Average
- Sorting – Custom Sort
- Sort Based on Colour,

Other

- Short Keys – around 50 plus short cut keys

ADVANCED EXCEL

Conditional Formatting

- Using conditional Formatting
- Using conditional formatting with multiple cell Rules
- Using Color scales and icon sets in conditional formatting

Data Validation

- Based on cell values (text length, whole no., dates
- List Dropdown
- Circle Invalid Data
- Input & Error Messages

Pivot Tables

- Introduction and Creation
- Using Grouping and ungrouping in Pivot tables.
- Using summary function in Pivot table
- Using custom calculation in Pivot table
- Creating and working with Pivot charts
- Slicer

Charts

- Chart Types and their usage.(Column, Pie, Bar, Line)
- Chart components
- Primary V/S Secondary Axis
- Modify ,edit , Design the Charts

Lookup and Reference Functions

- VLOOKUP, HLOOKUP,
- Index. Match , offset, Transpose
- VLOOKUP with IF and VLOOKUP with AND
- Combination of Formulas

Logical Functions

- IF , OR , AND ,true , false
- Combination for formula

What if Analysis

- Scenario Manager, Data Table
- Goal Seek

Statistical and Information Function

- Sum IF, SUM IFS
- COUNT, COUNTA , COUNTBLAN , COUNT IF , COUNT IFS
- COMBINATION OF FORUMULA

Date and Time Formula

- Dated If, Networking days ,Edate, Emonth

Other Excel Options

- Dated If, Networking days ,Edate, Emonth
- Text to Column
- Hyperlink
- Concatenate
- Excel Options
- Freeze, Groups
- Remove Duplicates
- Left and Right Formula
- Rank Formula
- Excel Shortcuts.
- Creating Reports
- Creating Templates
- Automation using Excel formula
- Creating checklist
- Publishing Reports in Power point

Special Techniques

- Find & Replace - Blanks, Negative, Zero Values
- Paste Special – Values, Formats, Formulas
- GoTo Special – Visible Cells
- Right Click Functions

Macro
- Recording Macro
- Creating Buttons and assign the macro

VBA BASIC

- Interdiction VBA

- Simple coding

- Create workbook, worksheet using VBA

- Save, close the file using VBA

- Message box

- Input box

- Variable

- If statement

- If else statement

- Case statement

- Creating Template and checklist using VBA