

Advance Excel

2 Days

Note: *This program is designed for executives who want to learn Excel Intermediate & Advance features of Excel 2013 that help in improving their efficiency of working with worksheet, analyzing data, creating MIS reports and automating various tasks.*

What you'll learn

- ✓ *Create flexible data aggregations using pivot tables*
- ✓ *Represent data visually using pivot charts*
- ✓ *Calculate margins and other common ratios using calculation on pivot table*
- ✓ *Filter data using slicers in multiple pivot tables*
- ✓ *Create aggregate reports using formula based techniques*
- ✓ *Date Grouping (PivotTables) etc.*
- ✓ *VLOOKUP ,Advance VLOOKUP, Reverse VLOOKUP, Index-Match*

MODULE-1: INTRODUCTION TO EXCEL 2013

- Excel 2013 Overview
- Excel 2013 new feature
- Forecasting, Search field (PivotTables), Date Grouping (PivotTables), Histograms and Pareto charts, PowerPivot, Power View etc.

MODULE 2: CONDITIONAL FORMATTING

- Using conditional formatting
- Using conditional formatting with multiple cell rules
- Using color scales and icon sets in conditional formatting
- Creating new rules and managing existing rules

MODULE 3: WORKING WITH FORMULAS/FUNCTION

- Text function – LEFT, RIGHT, TEXT, TRIM, MID, LOWER, UPPER, PROPER, REPLACE, REPT, FIND, SEARCH, SUBSTITUTE, TRUNC, CONVERT, CONCATENATE, DOLLAR ETC.
- Logical function - IF/ELSE, AND, OR, NOT, TRUE, NESTED IF/ELSE ETC.
- Statistical function – AVEDEV, AVERAGE, AVERAGEA, AVERAGEIF, COUNT, COUNTA, COUNTBLANK, COUNTIF, FORECAST, MAX, MAXA, MIN, MINA, STDEVA ETC
- Math and trigonometry function- RAND, ROUND, CEILING, FLOOR, INT, LCM, MMOD, EVEN, SUMIF ETC
- Date and time function –DATEVALUE, DAY360, DAY, SECOND, MINUTE, HOURS, NOW, TODAY ETC.
- Information function – CELL, ERROR, TYPE, INFO, ISBLANK, ISERR, ISEVEN, ISLOGICAL, ISNA, ISNONTEXT, ISNUMBER, ISREF, ISTEXT, TYPE ETC.

MODULE 4: DATA SORTING AND FILTERING

- Sorting data by values, colors etc.
- Using filter to sorting data
- Advance filtering options

MODULE 5: LOOKUP AND REFERENCE FUNCTION

- VLOOKUP, ADVANCE VLOOKUP AND NESTED VLOOKUP ,HLOOKUP, INDEX, ADDRESS, MATCH, OFFSET, TRANSPOSE, IndexMatch

MODULE 6: WORKING WITH RANGE NAMES

- Defying a range name , Defying the scope of a range name
- Modifying/deleting the range name

MODULE 7: PIVOT TABLES

- Creating pivot tables, Using pivot tables options ,Changing and updating data range
- Formatting pivot tables and making dynamic pivot tables

MODULE 08: PIVOT CHART

- Creating pivot charts
- Types of pivot charts and their usage
- Formatting pivot chart s and making dynamic pivot charts

MODULE 09: PROTECTING WORKSHEET STYLES, CONTENTS AND ELEMENTS

- Protect & Unprotect The Worksheet, Unlock Cells For Editing In A Protected Sheet
- Set a Password To Edit A Specific Range
- Set and remove Password in a Workbook

MODULE 10: ADVANCED CHARTING

- Add a Chart to an Excel Spreadsheet, Add, Remove and Format Gridlines
- Apply a Chart Layout, Chart Style

MODULE 11: VBA MACRO

- Introduction to Macro
 - Recording macro & understanding code behind
- Displaying the Developer Tab
- Recording and executing macros
- Understanding different types of references in macros
- Saving Workbooks With Macros
- Assigning macros to toolbars or menu items