

Advanced Excel

Description: This course is designed for participants who have a basic understanding of Microsoft Excel and want to enhance their skills. Participants will learn advanced features of Excel such as pivot tables, macros, and advanced functions.

Course Duration: 8 Hours

Module 1: Working with PivotTables

- Creating PivotTables
- Modifying PivotTables
- Using PivotTable tools

Module 2: Advanced Functions

- Using IF, AND, OR functions
- Using lookup and reference functions
- Using date and time functions

Module 3: Macros and VBA

- Recording and editing macros
- Creating custom functions
- Using VBA to automate tasks

Module 4: Data Analysis with Excel

- Importing and exporting data
- Analyzing data with advanced tools
- Using what-if analysis to model data

Module 5: Advanced Charts and Graphs

- Creating advanced charts and graphs
- Formatting charts and graphs
- Using trendlines and sparklines

Module 6: Advanced Excel Techniques

- Using conditional formatting
- Using data validation
- Using advanced filtering and sorting techniques

Module 7: Excel for Business

- Financial and statistical analysis with Excel

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- Using Excel for project management
- Excel for data visualization and reporting