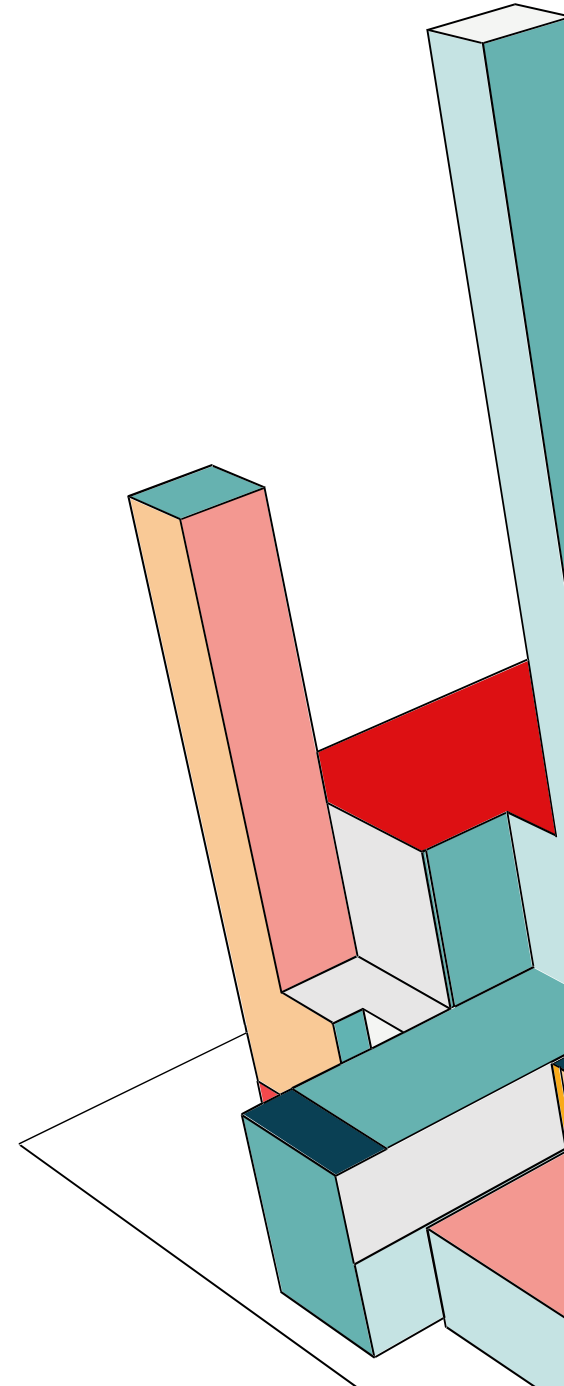ADVANCE EXCEL
TRAINING

AGENDA

- Introduction

- Teaching Methods

- Techniques

- Dashboards

- Fee

- Certificate

- 3 months of recordings

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INTRODUCTION TO EXCEL.
EXCEL OBJECT MODEL.
EXCEL WORK BOOKS.
EXCEL WORK SHEETS.
EXCEL CHARTS
EXCEL FUNCTIONS & NESTED FUNCTIONS
EXCEL DATA VALIDATION
EXCEL PIVOT TABLES
EXCEL CONDITION FORMATTING
EXCEL DATES AND NUMBER FORMATTING
EXCEL NAMED RANGES
EXCEL FILTERS ADVANCE FILTERS
EXCEL SHORTCUT KEYS
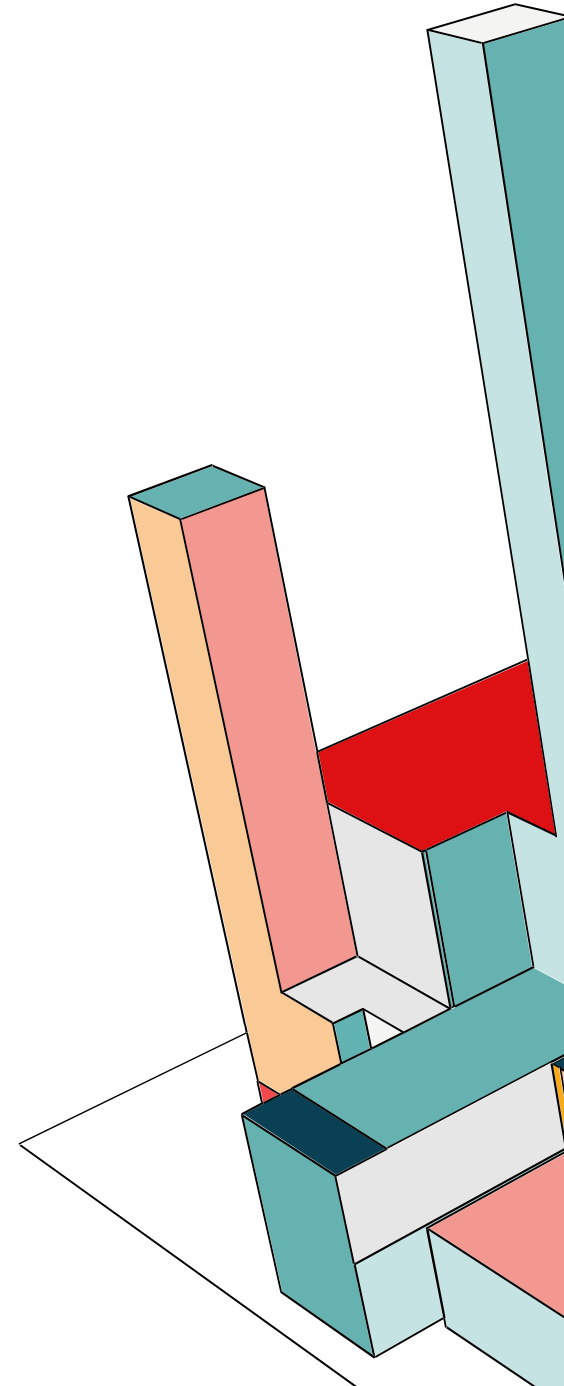EXCEL SHAPES AND COMMENTS
EXCEL PROTECT WORK BOOK & WORKSHEETS

OBJECT MODEL OF EXCEL

- Application ⟶ Workbook ⟶ Worksheets ⟶ Cells/Charts/Range
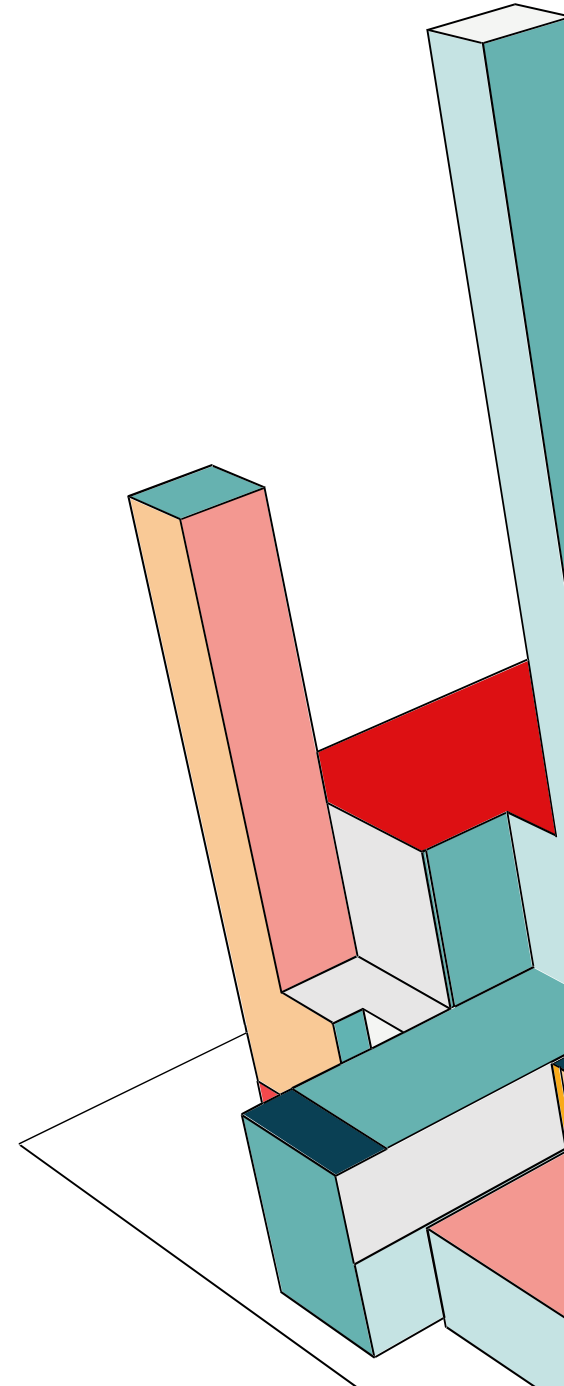
EXCEL WORK BOOKS.

- An Excel file is known as Workbook. In workbook we have worksheets

EXCEL WORK SHEETS.

- In workbook we have worksheets.

- We can add unlimited worksheets in workbook depends upon your PC RAM memory.

- In worksheets we have rows indicated by Numbers and columns indicated by alphabets.

- All calculation will be performed in excel sheets
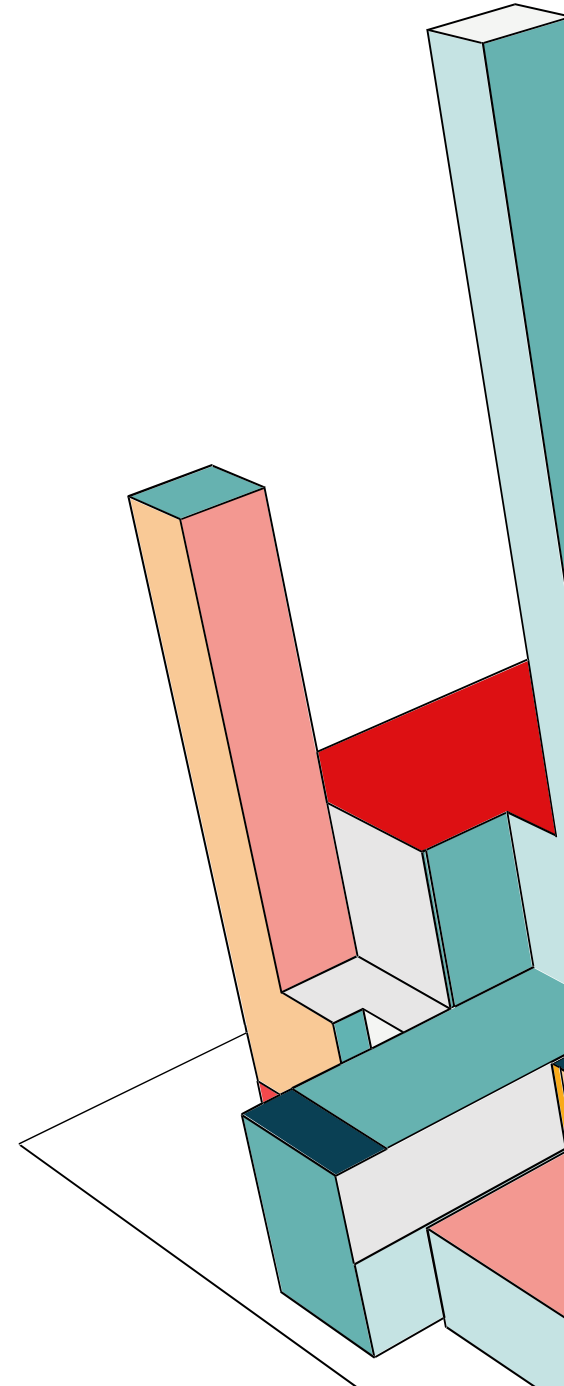
EXCEL CHARTS

- Charts are used to represent the data into graphical elements.

- **Line Chart**

- **Bar Chart**

- **Column Chart**

- **Area Chart**

- **Pie Chart**

- **Surface Chart**

7
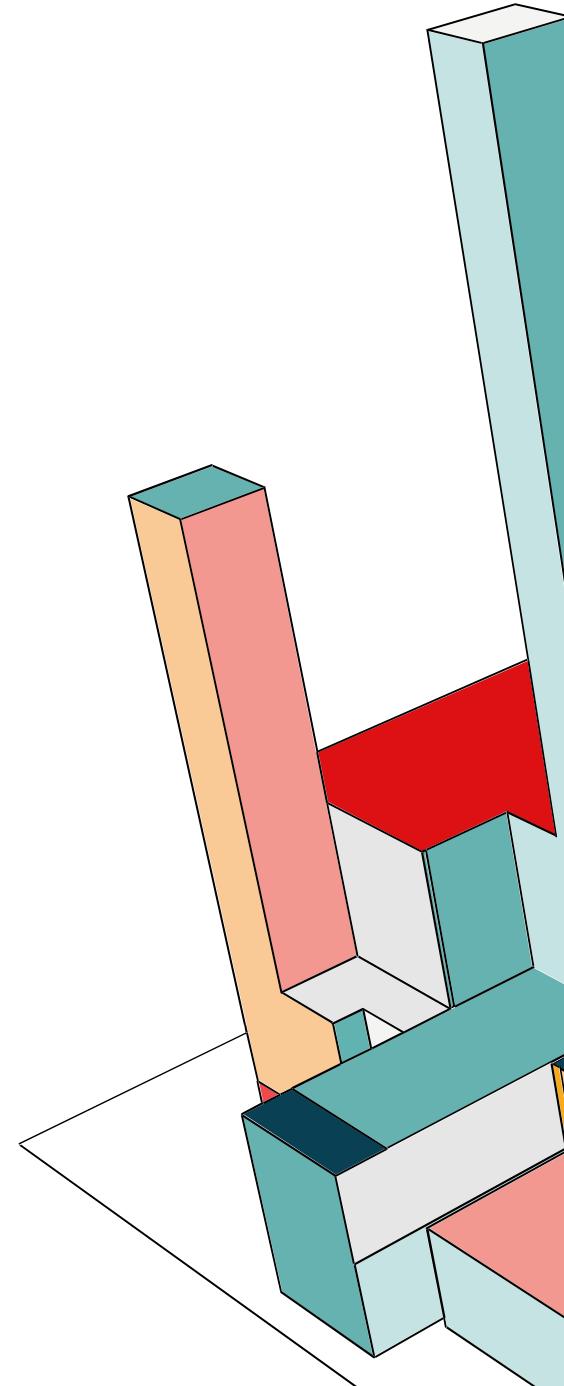
EXCEL FUNCTIONS & NESTED FUNCTIONS

- Excel has around 450 formulas. However, most of the organizations use some Imp function like

- IF, IFS , And , OR , TRUE , FALSE, Switch

- SUM,COUNT,MIN,MAX,AVERAGE,SUMIFS,COUNTIFS,MINIFS,MAXIFS,COUNTA, COUNTIFS.

- Vlookup, Hlookup, Xlookup, Index & Match

- Find, search, Left, Right, Mid, Len, replace, Trim, Upper, Lower

- Today, Year, Month, Date, Weeknum, Workdayint, Hour, Seconds

Function inside function is called as a nested function
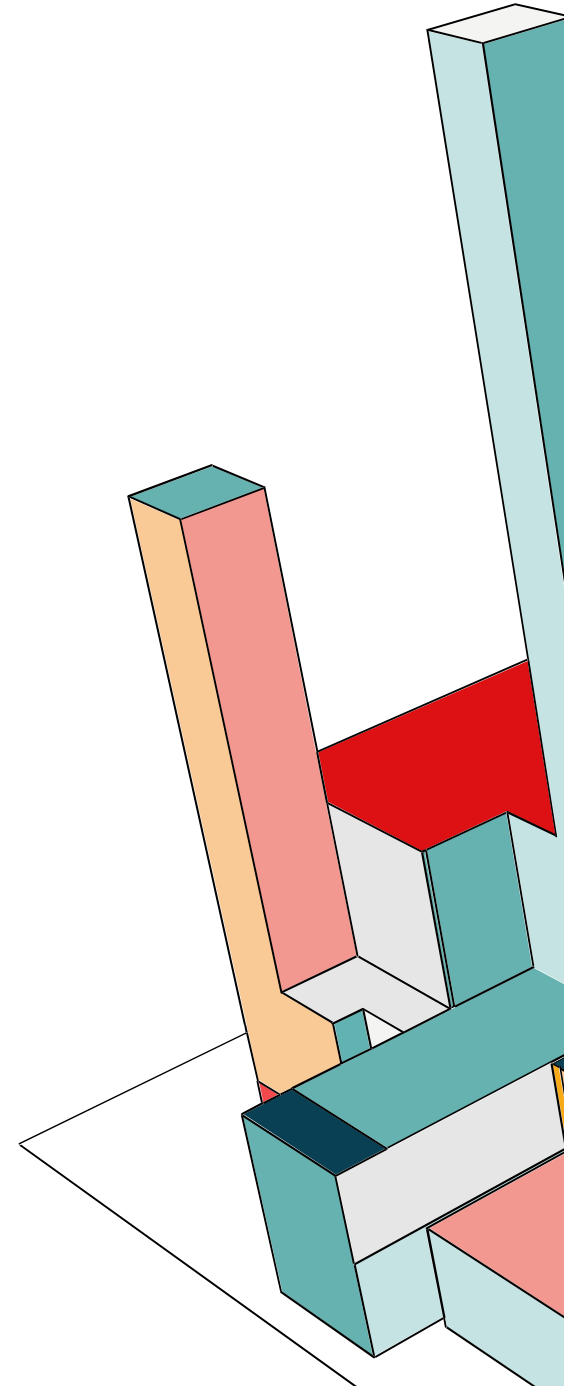
8
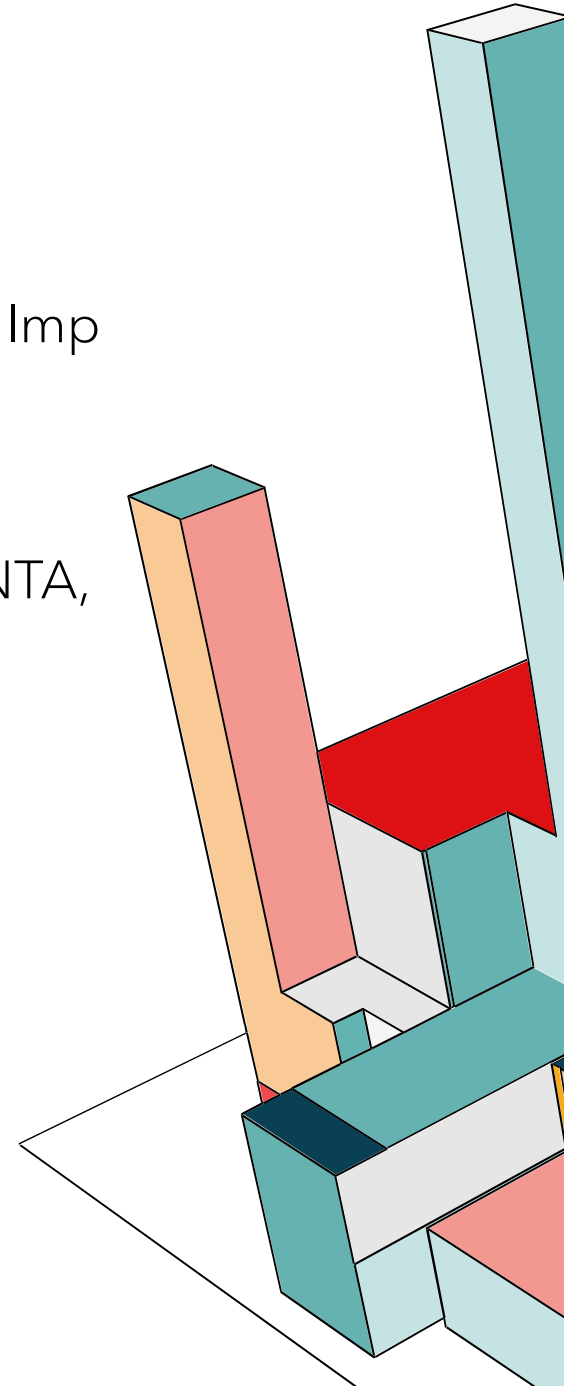
EXCEL DATA VALIDATION

- Data validation provides accuracy, cleanness, and completeness to the dataset by eliminating data errors from any project to ensure that the data is not corrupted.
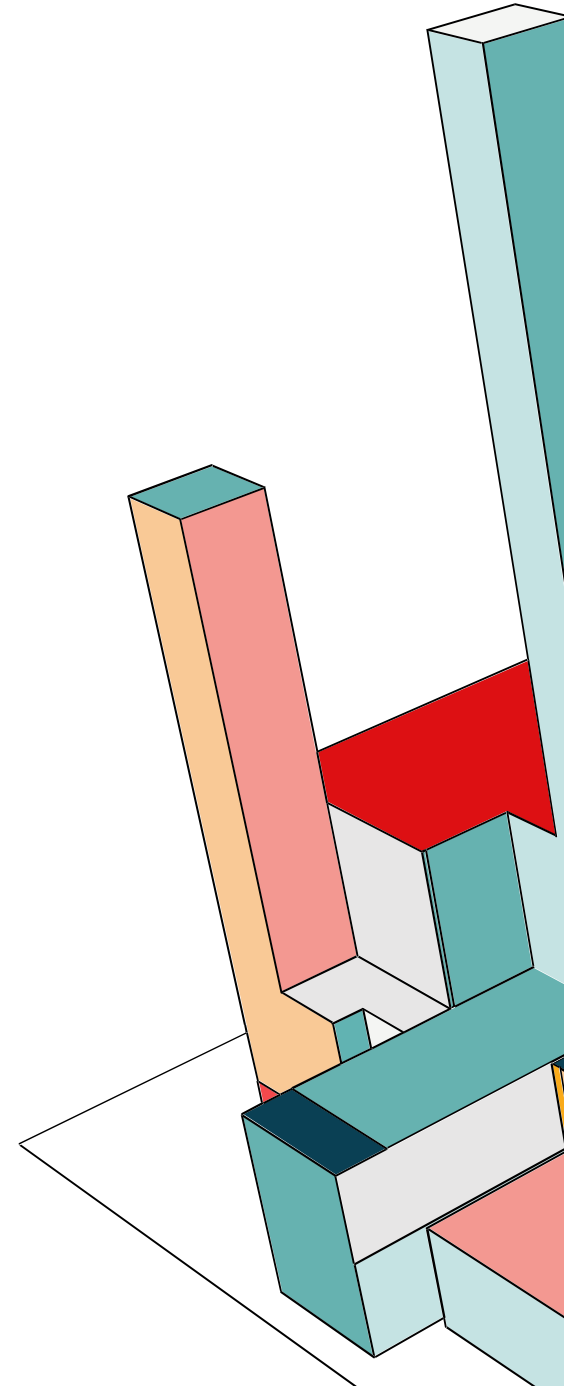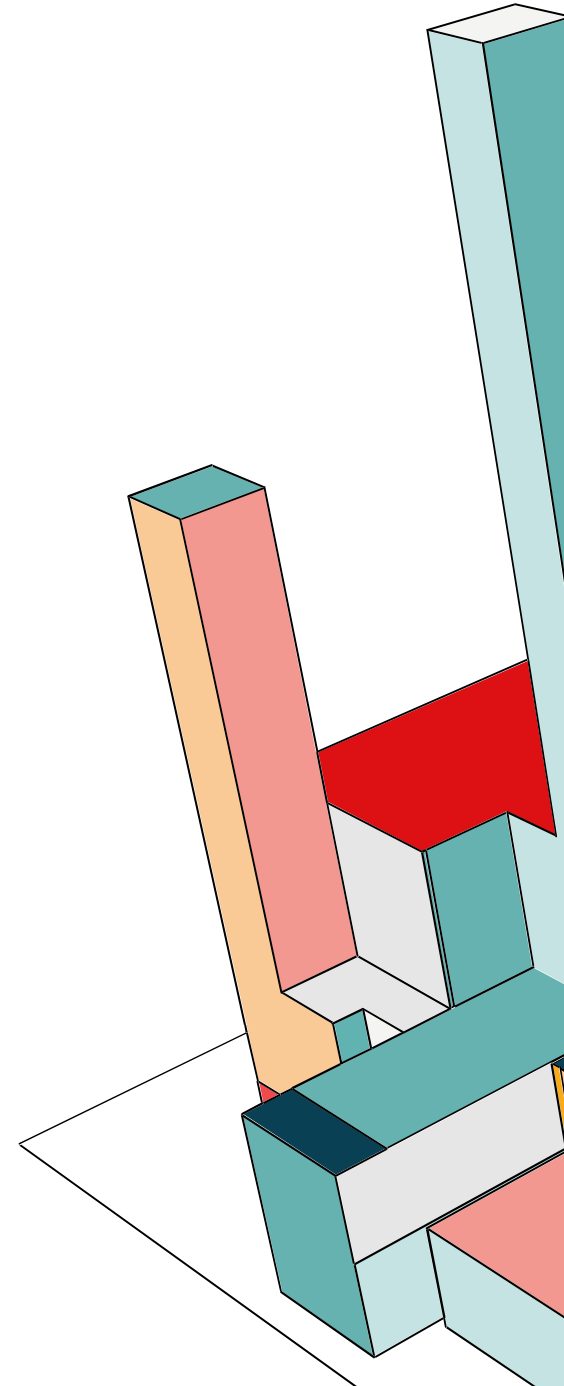
EXCEL PIVOT TABLES

- A **PivotTable** is a powerful tool to calculate, summarize, and analyze data that lets you see comparisons, patterns, and trends in your data.

EXCEL CONDITION FORMATTING

- Conditional formatting is used to change the appearance of cells in a range based on your specified **conditions**.

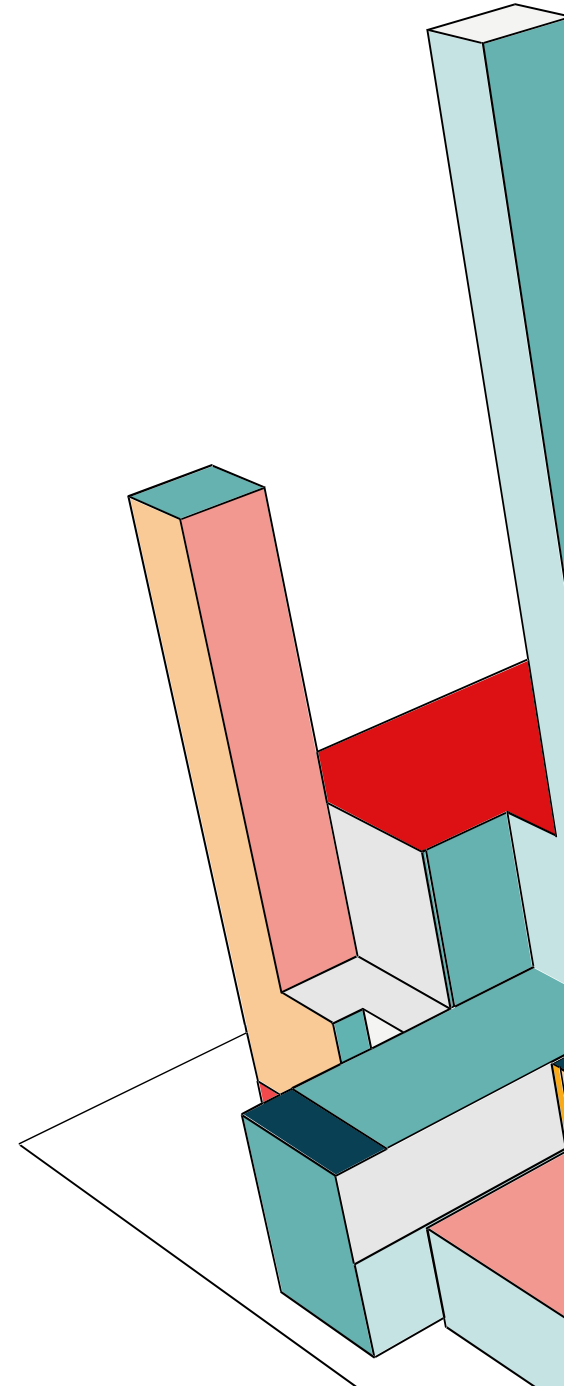| Excel Shortcut keys with Ctrl + alphabet Combination			
Ctrl	+	A	Select All
Ctrl	+	B	Bold
Ctrl	+	C	Copy
Ctrl	+	D	Copy Down
Ctrl	+	E	Flash Fill
Ctrl	+	F	Find
Ctrl	+	G	GOTO
Ctrl	+	H	Replace
Ctrl	+	I	Italic
Ctrl	+	K	Hyperlink
Ctrl	+	L	Table
Ctrl	+	N	New Workbook
Ctrl	+	O	Open existing workbook
Ctrl	+	P	Print
Ctrl	+	S	Save file
Ctrl	+	T	Table
Ctrl	+	U	Underline
Ctrl	+	V	Paste
Ctrl	+	W	Close Workbook
Ctrl	+	X	Cut
Ctrl	+	Undo	Undo

Excel Shortcut keys with Ctrl + Shift Combination				
Ctrl	+	Shift	F	Font Format window open
Ctrl	+	Shift	G	Workbook Stats
Ctrl	+	Shift	L	Filter
Ctrl	+	Shift	U	Exten formula bar Space
Ctrl	+	Shift	1	Number
Ctrl	+	Shift	2	Time
Ctrl	+	Shift	3	Date
Ctrl	+	Shift	4	Currency
Ctrl	+	Shift	5	Percentage
Ctrl	+	Shift	6	Scientific
Ctrl	+	Shift	7	Outline border
Ctrl	+	Shift	F1	Full Screen
Ctrl	+	Shift	F2	Comment
Ctrl	+	Shift	F3	Name Column
Ctrl	+	Shift	F4	move to the left from Selected cell
Ctrl	+	Shift	F6	Moves between workbooks
Ctrl	+	Shift	F12	Print preview
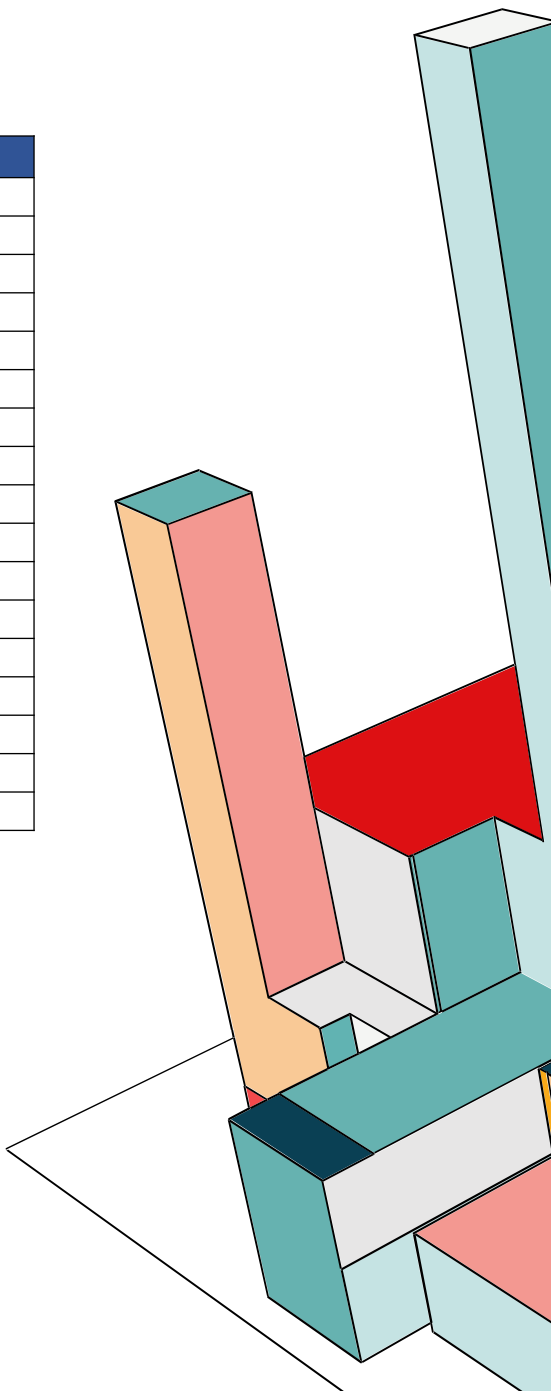
TECHNIQUES AND REAL TIME EXAMPLES

Certificate

THANK YOU