

ADVANCED EXCEL



“ADVANCED EXCEL “ –

LEARN IN REAL WORLD SITUATIONS

EXCEL ESSENTIALS FOR A SUCCESSFUL CAREER

BY – AMEY B. VIDVANS



Microsoft Excel Fundamentals

MS-Understanding Excel and User Interface

Excel Screen elements / Back Stage View

Basic Data Entry - Text , datevalue , Numerical

Relative and Absolute referencing

Excel Basic Functions

Basic Formula Building - Addition, Subtraction,

Autofill Series, Autosum

Functions - Average, Count, CountA,Max, Min

Date Time and Text Functions

Modifying the Excel worksheet

Insert & Delete - Cells, Rows, Columns, Sheets

Formatting the data In Excel

Explore formatting options

Understading Sorting and filtering

Sorting and Filter data

More Functions -

Decoding If function, Lookup function

Countif, Sumif, Averageif Functions

Name the Cell Ranges

Adding Visualization to the data

Conditional Formatting

Decoding charts

Mechanics of Pivot Table and Data Analysis

Basics of Pivot table and Data Analysis

Dash Boards

Financial Functions

Data Validation

Data Validation basics and List options

Validation Styles, Circle Invalid Data

Important Data Tools

What if Analysis - Goal Seek , Scenarios

What if Analysis - Data Tables

Page Set up and Printing reports

Page Layout and Printing