Program Objectives:

This Advanced Excel training program will empower the participants to be able to do the following:

- Performing complex calculations more efficiently, using various Excel functions.
- Organizing and analysing large volumes of data.
- Creating **MIS reports**.
- Designing and using templates.
- Consolidating and managing data from multiple workbooks.
- Analyzing data using formulas
- Visualizing results using charts
- Making friendly & awesome user interfaces
- Adding interactive abilities to your workbooks
- Creating informative & in-depth dashboard reports
- Reveal the insights in data.
- Visualize the data to understand it better.
- Perform complex analysis on data and present it in an attractive way.

Training Pre-Requisites and Procedure:

Our well designed and continuously developed training modules, delivery methodologies, our highly effective sessions and workshops have empowered people with knowledge. We do try to understand the attending batch with an **Assessment test which helps us to analyse the level of Pre-Requisites Excel basic knowledge**. Our trainer will teach your employees according to that so that they can perceive most and take the benefits of the training to the fullest.

CONTENTS

1. ## BASIC TOUCH –
   - Workbook Vs. Worksheets
   - Rows/ Col Feature (Ins/Del, Align, AutoComplete, Auto Calculate)
   - Worksheet- Naming, Adding etc.
   - Cell Formatting & Converting
   - Merge, Wrap, S2F, Border, Fill Effect
   - Fill Series (advanced)
   - **CUSTOM LIST**
   - Referencing (Absolute, Relative Referencing, Mixed Referencing)

2. ## BASIC TO ADVANCE –
   - Chart Analysis & Create charts and graphs
   - Important Short Cut Keys for Advance Excel
   - Multi-Level Sorting
   - **Custom Sorting**
   - Hide (Both Row/ Column and Work Book)
   - Freeze Panes & Un Freeze Panes, Split Window
   - Protect Worksheets or Cells or Sheet, Password Protect Security
   - Circular References
   - **Cell Range Naming**
   - **Go To (Special)**
   - **Paste (Special)**
   - Filter Data (Auto filter, Advance Filter, **Adv. Filter to another Sheet or Workbook**)
   - Auditing
   - Embedding Object to Excel
   - LINKING (Linking between Sheets, Linking between Workbook)

3. ## REPORTING –
   - Conditional Formatting (Basic Features)
   - **2 way Lookup through Conditional Formatting (Advanced)**
   - Page Setup & Print Formatting

4. ## DATA HANDLING –
   - Data Validation (List with IF Condition, Input or Warning Message, with INDIRECT())
   - PIVOT TABLE (Using data sources, Consolidation ranges, Customizing PivotTable layout, PivotTable advanced options, Pivot Charts)
   - **POWER PIVOT ADD-INS**

5. ## F PREVIEW –
   - **Function Vs. Formula**
   - Multi Array Function
   - BASIC FUNCTIONS:
     SUM(),MIN(),MAX(),LARGE(),SMALL(),AVERAGE(),AVERAGEIF(),COUNT(), COUNTA(),COUNTIF(),RANK(),SQRT(),SIGN(),PRODUCT(),ABS(),MOD() and ROUND().

6. DATA LOOK UP FUNCTIONS –

- VLOOKUP(), HLOOKUP()
- **Nested VLOOKUP()**
- MATCH() VS VLOOKUP()
- INDEX(), INDEX() WITH MATCH()
- CHOOSE()
- VLOOKUP() WITH CHOOSE()
- INDEX() WITH MATCH()

7. DATA TOOLS –

- What – If – Analysis
- Goal Seek
- Data Table
- **Scenario Creation and Report Creation**
- Text to Columns – **Advanced Level**
- Removing Duplicate Values

8. LOGICAL FUNCTION –

- AND(), OR(), NOT(), MINA(), MAXA() ETC.
- IF(),**NESTED IF()**,IF MIXED WITH OTHER FUNCTIONS LIKE AND(),MAX() ETC.

9. DATE & TIME FUNCTIONS –

- NOW(),TODAY(),DATE(),TIME(),DAY(), MONTH(),YEAR()
- WEEKDAY() & DDDD FORMAT
- **Difference between Two Dates**
- HOUR(), MINUTE(), SECOND(), WEEKNUM()
- **Age Calculation with DATEDIF()**

10. TEXT FUNCTIONS –

- PROPER(), LOWER(),UPPER(),VALUE(), REPLACE(),LEFT(),
- RIGHT (), MID (), TRIM () , LEN(),**CONCATENATE() VS. &**

11. SPECIAL FUNCTIONS –

- REPT(),CLEAN(),EXACT(),HYPERLINK(),TRANSPOSE(),PMT(),
- SUMIF(),COUNTIF(),**SUMIFS(),COUNTIFS()**
- **SUBTOTAL() Feature**

12. MACRO –

- Absolute Macro Vs. Relative Macro
- Macro Recording
- Recording with Advanced Filter
- Macro Auto-run and use of Loop
- **AUTO CREATION OF PIVOTTABLE THROUGH MACRO**

➤ EXTRA ORDINARY SPECIAL BONUS TIPS AND TRICKS:

- More than 600 Short Cuts for Regular Use
- Linking Between Word and Excel
- Sheet Listing and File Listing
- Add Picture to the Comment Box
- Converting .xls to .xlsx or .xlsm
- Blank Cells Fill up with Colours or text or numbers
- Use of Clipboard
- Finding Errors
- Autocorrect Option
- Automatic Formula Calculation
- Enter Key Direction in Excel
- Disable Fill Handle or Drag n Drop
- Install Excel Add Ins
- Adding/ Removing / Moving Quick Access Toolbar
- Minimizing / Maximising Ribbon & Changing the Colour
- Quick Referencing (R1C1)
- Quickly Add Headers in Excel
- Viewing Formula and evaluating it.
- Removing Grid Lines from Excel and changing the Background
- Installing CAMERA in Excel
- Printing Header Repeatedly on every page in Excel
- Hiding Formula from showing it to Address Bar
- SUM() vs. SUBTOTAL() in respect of Filter
- How to create Blank rows after every line of existing Data
- KNOW HOW EXCEL CAN SPEAK TO YOU!!

TAKE AWAY FOR ALL PARTICIPANTS:

PLUS LIFE TIME SUPPORT FROM TRAINER

- Excel Basic and Advanced 64 Adds – Ins
- 500 MS-Office Templates
- Power Pivot Software (Special Adds-Ins) for Excel 2010
- Classic Menu Licensed Application (with Gen Key)
- Microsoft Get Started Software Application
- Microsoft Excel 2007 Book with Described Pics
- Microsoft Excel 2010 Book with Described Pics
- Special Book on Chart (Advanced)
- 38 Important FORMATS made in Excel for Finance, HR, Administration etc.
- All Topics Practical Example XLSX File
- TIPS & TRICKS Practical Excel File
- AND ALL PRACTICAL EXERCISE FILES!!