





Benefits of Going for Advanced Excel

- ✓ You may be more employable.
- ✓ Your resume may look better.
- ✓ You may be able to organize and interpret information more easily

What are some common jobs, besides finance or accounting, where Microsoft Excel skills are necessary?

-  Business analysts
-  Administrative assistants
-  Marketing managers
-  Project managers

Microsoft Excel is something that we work on in our daily life be it a student or an accountant or any other business professional. While Microsoft excel is an irreplaceable part of the business field it is also widely used in other fields such as nonprofit organizations, hospitals, and educational institutions. Every one of us knows all the basic functions of Microsoft Excel but there are many advance terms associated with it that not many are aware of. Advanced Excel today is the need of the hour and learning the skills of advanced excel can make you stand out among a big crowd of people. You might be wondering what is Advanced Excel? Don't worry it is not some other application it is just Microsoft excel where you move ahead from the basic function and use complex formulas and techniques to enhance your work. So here in this blog you will learn about some of the most amazing benefits of going for Advanced Microsoft Excel training from any reputed institute

You Will Have More Value to Employers

Benefits of Going for Advanced Excel

What that means is that when you go for Advanced Excel Training you learn skills that not many people know. So you stand high among other people with same qualifications as you. So a basic course or training in Advanced Excel will create more job opportunities for you and you will be a valuable candidate for your employers. Business organizations look for employees who are willing to learn and have great analyzing skills. A master of Microsoft excel shows that you have great analyzing skills and you will prove to be a asset for the company hence attracting great pay scales and better job opportunities.

Saves you a lot of Time

If you are a small entrepreneur or a freelance employee, advanced training in Microsoft Excel can help you save a lot of time. Organizing and analyzing data properly with basic excel skills requires a lot of time, but if you are aware of all the complex functions and technique of Microsoft excel than you can do the same task in a very short period of time. Training of advanced excel in this way can prove to be very productive for your business and your career because in today's business world time means everything.

Enhance your Knowledge and Management Skills

Advanced training in Microsoft Excel not only means you become an excel expert but it also enhances your knowledge and management skills. In your training period you learn many complex functions such as cells formatting, macro, using graphical representations in spreadsheets, financial formulas, logical complex formulas, uses of advanced filters and the list keeps on going. An expert professional in advanced excel is good at organizing and analyzing data and hence in his training for advanced excel he also acquires good management skills adding more influence to his resume.

So these were some of the major benefits of going for an advanced training in Microsoft Excel. So what are you still waiting for log on to the internet and choose from various advanced excel training courses.

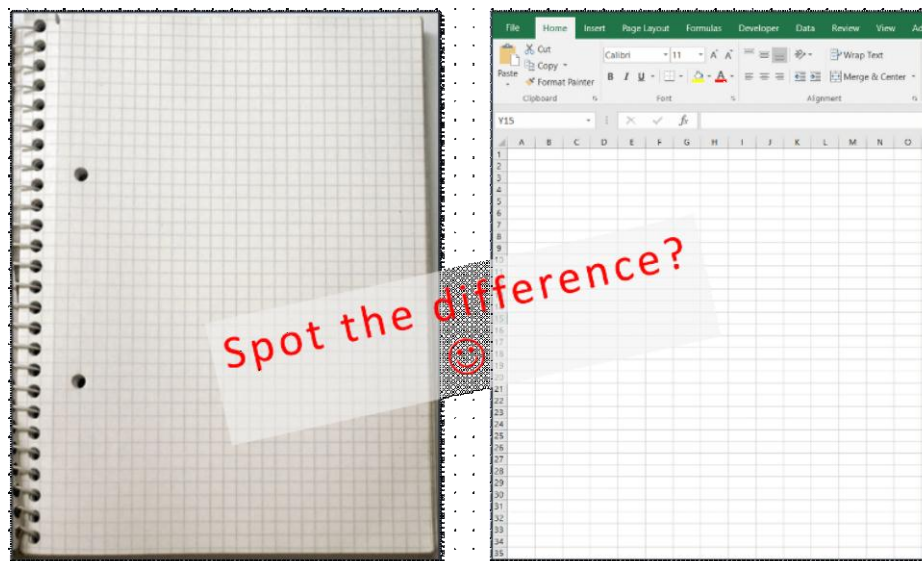
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Complete List of Things You Can Do With Excel



Excel is one of the most used software's in today's digital world. Most of the people quickly open up an Excel file when they need to write or calculate anything. It is like "paper". (remember those graph notebooks from school times..)

Actually this is not only specific to Microsoft's Excel but most of the spreadsheet software's like open office or Google sheets. However we will focus on Excel today, as it offers a huge flexibility you will discover below.

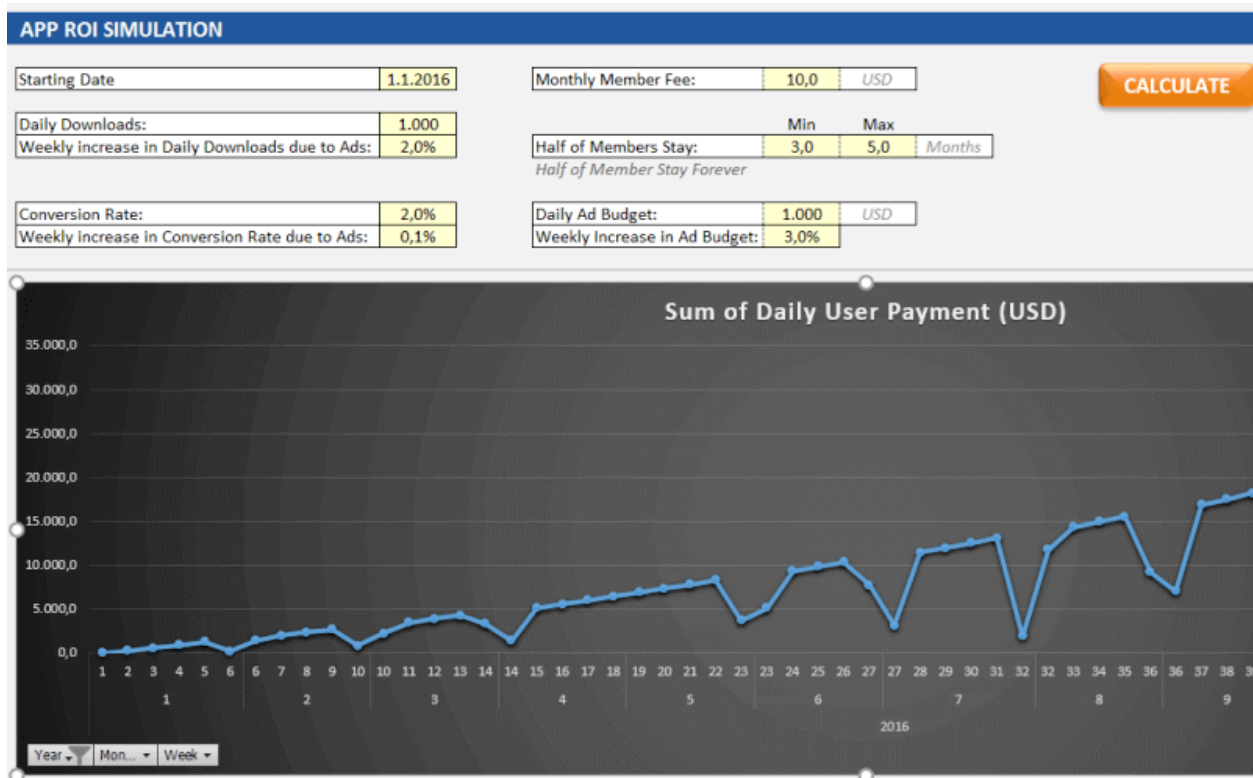


Benefits of Going for Advanced Excel

1. You can create tools, calculators and simulations with Excel

Let's start with the main usage areas of Excel. As we all know, spreadsheets are designed to make calculations easier. So they contain "formulas". They allow us to make basic math like summing, multiplying, finding average as well as advanced calculations like regression analysis, conversions and so on.

When we combine these powerful math features with some tables, lists or other UI elements, we can come up with a calculator. And most of the time they will be dynamic (meaning that, when you change a parameter all the rest of the calculations will adapt accordingly)



We have built this calculator for an app development company executive. He was changing the parameters he want and see the outcomes immediately.

This is great especially when you try to make big "models" in excel. [Financial Modeling](#) is one of the most used application areas of these big models. If we tried to do this with pen – paper (which used to be the way once upon a time) it would be horrible I guess:

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Financial modeling 50 years ago

Investor: What if we increase the starting capital 10%? How many months needed for positive cash flow?

Business Owner: Hmm.. Good question.. Let me ask my accounting guy to calculate this case. Meet tomorrow?

Investor: Will let you know.

Financial modeling today

Investor: What if we increase the starting capital 10%? How many months needed for positive cash flow?

Business Owner: Let me change this in the spreadsheet. Done! 18 months.

Investor: Ok let's do this!

Business Owner: 😊

Financial modeling is also being used to test the excel skills between experts. They even make a competition for it: [ModelOff](#)

We also have a tool for startups to make a feasibility study playing with their own variables: [Feasibility Study Template in Excel – Trade Business Model](#)

Monthly Fixed Costs		
Type	Description	Monthly Cost
Opex	Warehouse Costs (Staff, Rent, Utility etc)	1.200
Opex	Merchandizing fees	5.000
Opex	Website hosting	0
Opex	SSL license	0
Opex	Website Backup cost	0
Opex	Website security monitoring	0
Opex	Fuel Cost	0
Opex	Lawyer fees	1.000
Opex	Accountant fees	0
Opex	Auditor fees	0
Opex	Office Rent	4.167
Opex	Internet	300
Opex	Utility Bills	300
Opex	Business Trips	3.500
	Total	13.467

Marketing Costs		
Type	Description	Monthly Cost
Opex	Newspaper	4.000
Opex	Social Network	1.500

Channel Related Costs				
Type	Description	101 Supermarkets	102 Restaurants and Hotels	103 Online Sales
Opex	Listing Fees (once for each account)	1.500,0		
Opex	Commission (for each sales)	5%	3%	3%
Opex	Outlet Rent (monthly- for each account)			

Salaries		
Type	Description	Monthly Cost
Opex	Coordinator	3.000
Opex	Secretary	3.000
Opex	Sales Man 1	
Opex	Sales Man 2	
Opex	Sales Man 3	
Opex	Other 1	
Opex	Other 2	
Opex	Other 3	
	Total	6.000

This is a comprehensive Feasibility Study Excel Template for trade startups with sales projections, costs, financial calculations, charts, dashboard and more.

2. You can create professional reports and dashboards with nice looking charts and visualizations

Business world is demanding. It is not enough just to make the calculations, set up your tables and write the text. You have to create pie charts, trends, line graphs and many more. Whether you are getting prepared for your pitch or make a presentation in your company, you can use Excel's chart features.

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Reports and Charts in Excel

Pivot Tables

One of the greatest features which Excel offers is Pivot tables. This is an advanced Excel tool which helps you create dynamic summary reports from raw data very easily. After you create your table you can play with parameters easily with a drag and drop interface.

It looks like this:

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TRADE BUSINESS MODEL
REPORT - Sales Realization

For other excel models, visit → www.someka.com

someka
Business Analysis

Row Labels	Month	1	2	3	4	5	6	7	8	9	10	11	12	Grand Total
Sweetsies														
Chocolate Bar														
Sum of Projected Sales (Units/Kg)		2.165	2.365	2.600	2.890	2.165	3.715	3.715	2.365	2.365	2.890	2.600	3.250	33.085
Sum of Sold Units/Kg		2.600	2.600	2.600	2.600	2.600	2.600	2.600	2.600	2.600	2.600	2.600	2.600	31.200
Sum of Sales Realization %		80,1%	9,9%	0,0%	-10,0%	20,1%	-80,0%	-80,0%	9,9%	9,9%	-10,0%	0,0%	-20,0%	-5,7%
Haribo Gold-Bears														
Sum of Projected Sales (Units/Kg)		1.085	1.445	1.085	1.445	1.300	1.300	1.300	1.300	1.855	1.625	1.445	1.085	16.270
Sum of Sold Units/Kg		1.300	1.300	1.300	1.300	1.300	1.300	1.300	1.300	1.300	1.300	1.300	1.300	15.400
Sum of Sales Realization %		19,8%	-10,0%	19,8%	-10,0%	0,0%	0,0%	0,0%	0,0%	-29,9%	-20,0%	-10,0%	19,8%	-4,1%
Haribo Pico-Balls														
Sum of Projected Sales (Units/Kg)		1.180	1.855	1.180	1.300	1.445	1.855	1.445	1.085	1.855	1.855	1.085	1.180	17.320
Sum of Sold Units/Kg		2.000	2.000	2.000	3.000	3.000	3.000	3.000	4.000	4.000	4.000	4.000	4.000	37.000
Sum of Sales Realization %		69,5%	7,8%	69,5%	130,8%	107,6%	61,7%	107,6%	176,5%	115,6%	115,6%	268,7%	239,0%	113,6%
Kinder Surprise														
Sum of Projected Sales (Units/Kg)		1.300	1.300	1.625	1.300	1.300	1.300	1.855	1.085	1.625	1.855	1.180	1.445	17.170
Sum of Sold Units/Kg		1.250	1.300	1.300	1.300	1.300	1.300	1.300	1.300	1.300	1.300	1.300	1.300	15.550
Sum of Sales Realization %		-4,6%	0,0%	-20,0%	0,0%	0,0%	0,0%	-29,9%	19,8%	-20,0%	-29,9%	10,2%	-10,0%	-9,0%
Sweetsies Sum of Projected Sales (Units/Kg)		5.790	6.965	6.490	6.995	6.210	8.170	8.315	5.895	7.790	8.225	6.910	6.960	83.845
Sweetsies Sum of Sold Units/Kg		7.190	7.200	7.200	8.200	8.200	8.200	8.200	8.200	8.200	8.200	8.200	8.200	99.390
Sweetsies Sum of Sales Realization %		24,8%	3,4%	10,9%	18,2%	22,0%	0,4%	-1,4%	40,5%	19,5%	11,9%	45,0%	22,2%	18,5%
Fruits														
Sum of Projected Sales (Units/Kg)		1.260	810	905	1.000	1.000	1.110	1.535	1.650	1.360	1.600	1.840	1.745	15.815
Sum of Sold Units/Kg		1.050	900	950	1.000	1.000	1.050	1.440	1.440	1.520	1.440	1.760	1.520	15.070
Sum of Sales Realization %		-16,7%	11,1%	5,0%	0,0%	0,0%	-5,4%	-6,2%	-17,7%	11,8%	-10,0%	-4,3%	-12,9%	-4,7%
Total Sum of Projected Sales (Units/Kg)		8.990	7.775	7.995	7.995	7.210	9.280	9.890	7.485	9.060	9.825	8.150	8.709	99.660
Total Sum of Sold Units/Kg		8.200	8.100	8.150	9.200	9.200	9.250	9.640	10.720	10.640	10.960	10.720	114.420	
Total Sum of Sales Realization %		17,3%	4,2%	10,2%	15,9%	27,6%	-0,8%	-2,1%	28,8%	18,3%	8,8%	84,5%	28,1%	14,8%

Pivot Tables are quite useful

Dashboards

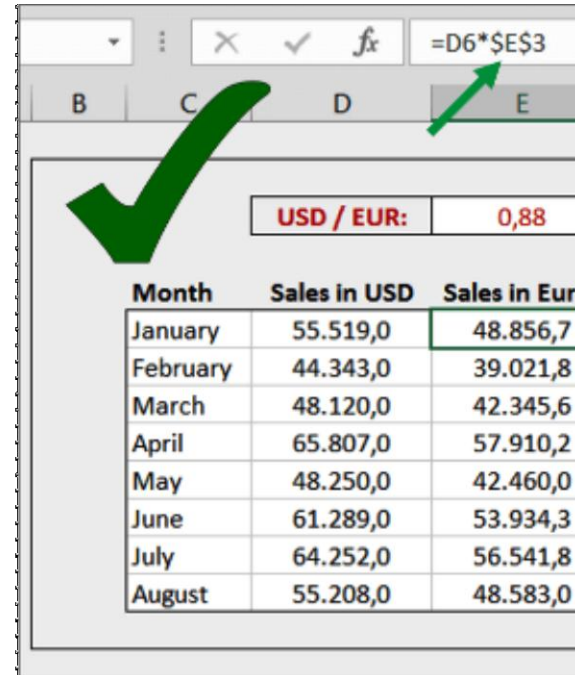
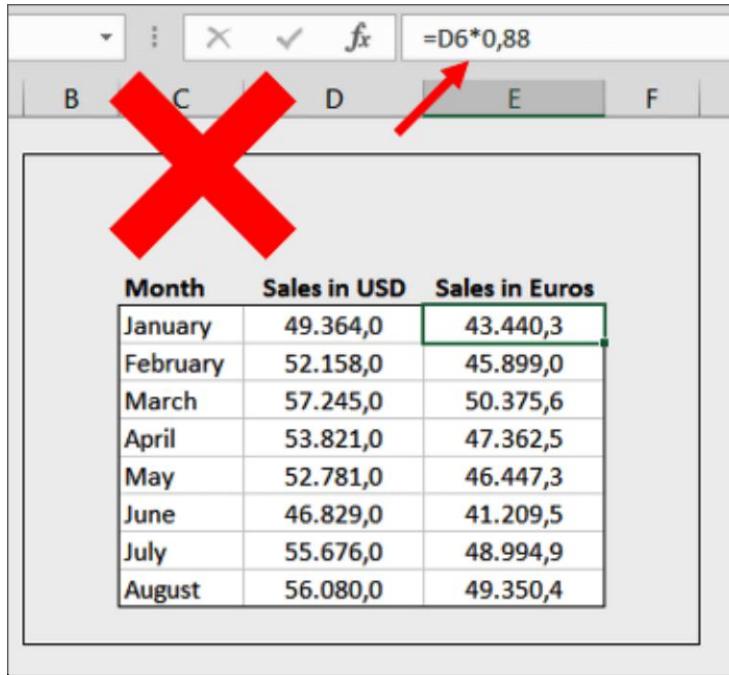
Complex excel models do have lots of variables, calculations and settings. And instead of managing all variables one by one on different sheets, different places it is a very good idea to put them together like a “control panel”. You can think dashboards as cockpits of planes.

Recently dashboards became very popular. There are lots of training videos about how to build and design control panels for our excel models. Actually they are not so different from the rest of the calculations. But the main idea is: if there is something you may want to change later on, don't write it directly in the formula but bind it to a variable.

Let's say you are building a sales report for your manager. He asks you to make the file “changable” so that he can see the results in US dollar or Euros according to the situation. Instead of writing an Fx rate into the calculations, you should bind this to a cell which you can play with later on.

Like this:

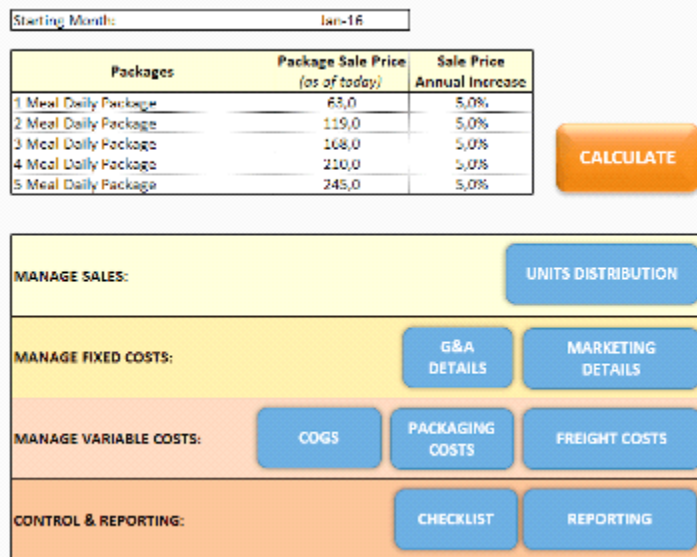
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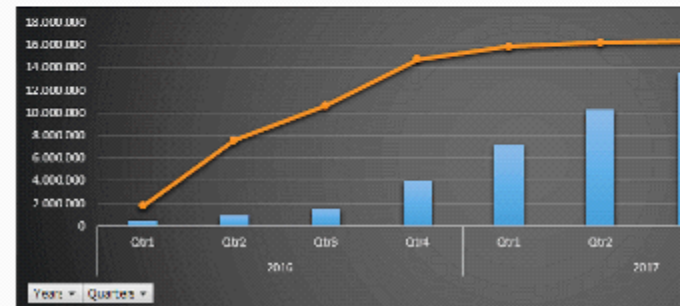
Excel Dashboard Logic

This may seem so obvious to some of you. But this is the basic approach of all dashboards in excel files. Of course you can improve it with more complex formulas, buttons, cool charts and even VBA but the main idea stands still.

Here is an example of a complete set of dashboard:



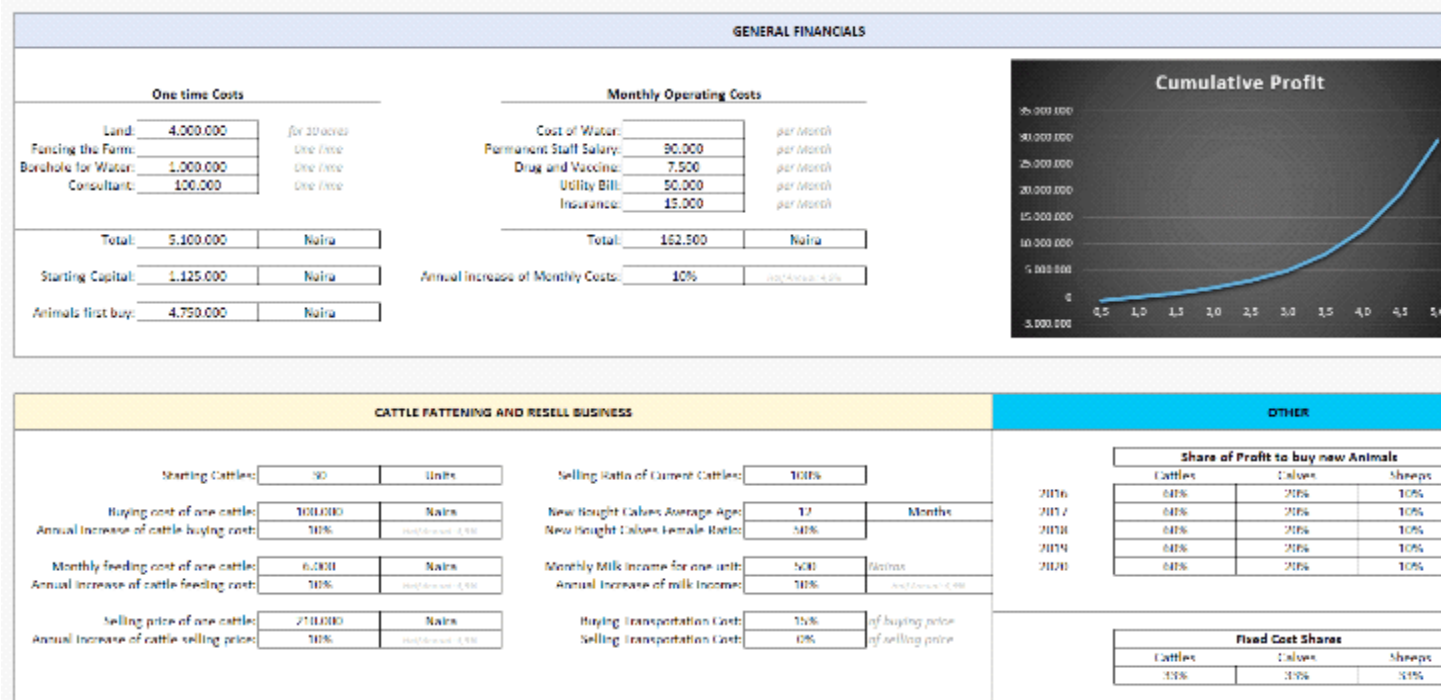
Values	Column Labels				
	2016	2016	2016	2016	2016
	Qtr1	Qtr2	Qtr3	Qtr4	Qtr5
Sum of Revenue	452.442	979.710	1.587.580	4.018.337	7.1...
Sum of Total Variable Costs	291.226	632.111	1.027.265	2.607.417	4.6...
Sum of Gross Profit	161.217	347.599	560.315	1.410.920	2.4...
Sum of Gross Profit %	35,6%	35,5%	35,3%	35,1%	3...
Sum of Total Fixed Costs	-227.452	-317.328	-361.128	-405.228	-46...
Sum of Net Profit	-66.235	30.271	199.187	1.005.692	2.0...
Sum of Net Profit %	-14,6%	3,1%	12,5%	25,0%	2...



Excel Dashboard from Someka Custom Services

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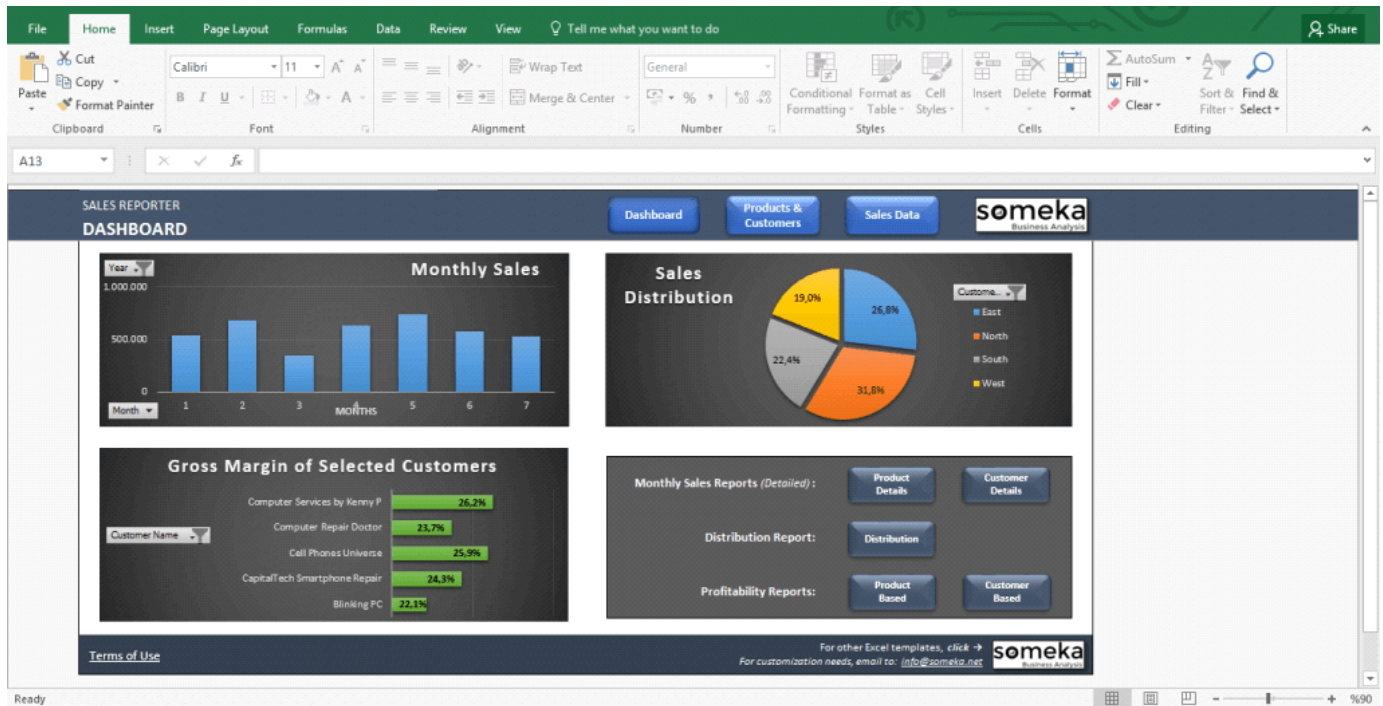
Or a dashboard for a livestock feasibility study:



Livestock Feasibility Study Dashboard

If you are interested in Sales Dashboards, you may want to check out our: [Sales Report Template – Excel Dashboard for Sales Managers](#)

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This is an interactive Sales Report Template in Excel. Features a dashboard with profitability, sales analysis and charts.

3. You can code in Excel with VBA (Visual Basic for Applications)

Most of the users who use Excel extensively are already coding. But if you ask them whether they know how to code most probably they will say no. Of course, writing formulas is a very small part of the things you can do with VBA. It is a strong programming language which lets you create small scripts (macros), user forms, user defined functions, add-ins and even games! (which we will touch below separately)

I will not dive into VBA here since it is a detailed area. But there are some basic things I guess it will be beneficial to know for someone who use Excel often:

- You can record macros for **repeating jobs**: You don't need to code from scratch. Just click on the record macro button and it will write the code for you in the background. (If you want, you can modify later on)
- It extends the borders of Excel world. If you feel like you are limited somehow in Excel, you are more like an advanced user. It is time to get a little bit into VBA.
- You can create **user forms** with VBA only. If you see something like this, know that it is using VBA:

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My Tax Receipts

Add Receipts **Filter Data**

Start Date: 1/11/2013 Finish date: 14/11/2013

Receipt Date	Company	Description	Tax Category	Amount	Type	Location	Remarks
2/11/2013	General Sales	Cleaning	Protective Clothi	\$12.00	Paper Copy	Filing Cabinet Dr2	
13/11/2013	Servo	Feul	Travel	\$45.00	Paper Copy	Filing Cabinet Dr2	

Tax Receipt Organiser

Receipt Date: *

Company: * Type:

Description: Paper Receipt Scanned Receipt

Tax Category: Location:

Amount: *

Remarks:

Excel (Book1 - Excel)

Clipboard: **C** (Copy), **V** (Paste), **X** (Cut), **H** (Home)

Font: **B** (Bold), **I** (Italic), **U** (Underline), **A** (Font Color), **FC** (Font Color), **FN** (Font Color)

Alignment: **AL** (Align Left), **AC** (Align Center), **AR** (Align Right), **5** (Bullet Point), **6** (Numbered List), **M** (Merge Cells)

Number: **AN** (Number Format), **P** (Percentage), **K** (Thousands Separator), **0** (Zero), **9** (Nine), **FM** (Format Cells)

General: **L** (Conditional Formatting), **I** (Insert), **D** (Delete), **F** (Format), **O** (Cells)

Word (Document2 - Word)

Clipboard: **C** (Copy), **V** (Paste), **X** (Cut), **H** (Home)

Font: **B** (Bold), **I** (Italic), **U** (Underline), **abc** (Font Color), **X₂** (Font Color), **X²** (Font Color)

Paragraph: **AL** (Align Left), **AC** (Align Center), **AR** (Align Right), **AJ** (Justify), **K** (Bullet Point), **H** (Numbered List), **B** (Bulleted List)

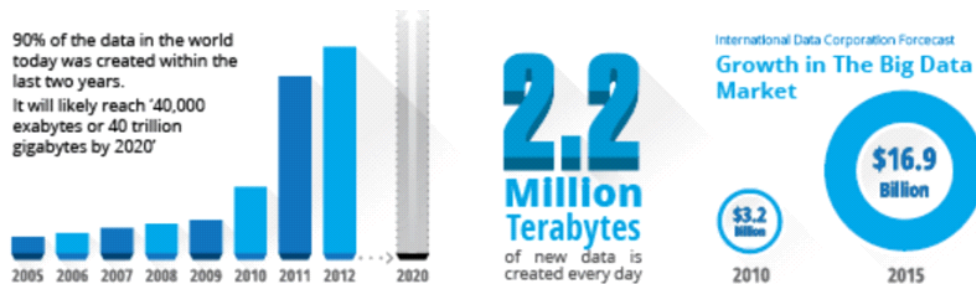
Paragraph: **K** (Bold), **M** (Italic), **T** (Underline), **A** (Font Color)

Paste Options: **S** (Paste Special...), **A** (Set Default Paste...)

Benefits of Going for Advanced Excel

4. You can solve optimization problems and make statistical analysis (data analysis)

It is not surprising for a spreadsheet software like Excel to offer advanced math techniques to make more complicated studies. *(To be honest I am not a statistics expert but with an engineering background, I will try to do my best to explain the basics. Feel free to correct me if I'm wrong)* Data analysis is a trending concept for the recent years with the development of powerful computers and improved softwares. We are collecting and recording much much more data compared to the past. Take a look at this chart to understand what I mean:



Especially this part:

“more data has been created in the past two years than in the entire previous history of the human race”

It is a bit frightening, isn't it? Ok, we are not going to dive into “Big Data” world. Lets get back to our humble excel world.

As we collect this much data, some people will want to analyze it. Otherwise, it makes no sense to spend billions of dollars for those data centers. Excel has built-in functions for basic descriptive statistics methods like Mean, Median, Mode, Standard Deviation, Variance etc. But if we want to go a bit further I will mention two Excel features (actually add-ins) at this step: Solver and Regression Analysis

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FARMER FENCE OPTIMIZATION PROBLEM

Vertical Side	Horizontal Side	Total Area
20	230	4.600
40	210	8.400
60	190	11.400
80	170	13.600
100	150	15.000
120	130	15.600
140	110	15.400
160	90	14.400
180	70	12.600
200	50	10.000
220	30	6.600
240	10	2.400



50	200	10.000
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Solver Parameters

Set Objective:

To: Max Min Value Of:

By Changing Variable Cells:

Subject to the Constraints:

This is a very simple example to explain what solver does. But actually you can run much more complicated data sets with solver.

Regression Analysis

Since this is a bit advanced topic for this blog post, I will only touch the surface.

In most simple terms, regression analysis helps you find the correlation among the variables. For example, you may want to know what is the relation between the number of birds flied over your head and money you earned today. (sorry for the silly example. No, I am not curious about it ☹️ You will need to gather sample data and put in analysis to see if there is any correlation.

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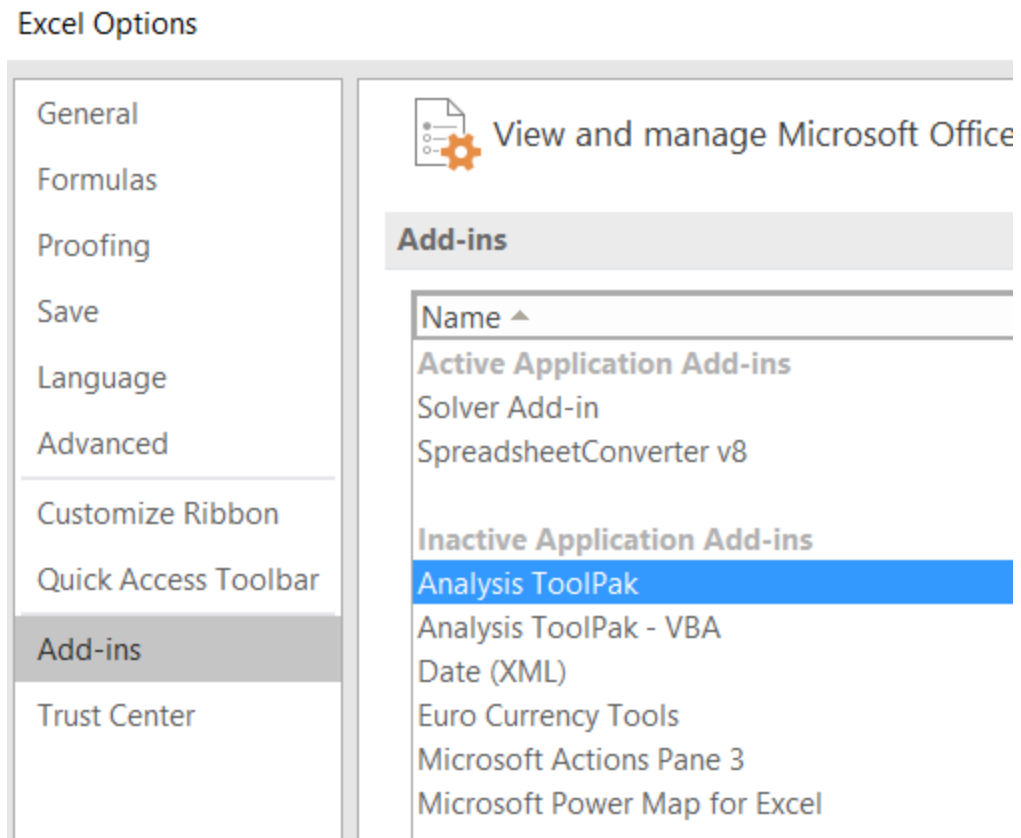
It seems something like this:

You put your data:

<i>Responder</i>	Age	Promotional Will
1	20	2
2	38	4
3	19	8
4	30	8
5	26	5
6	23	6
7	30	5
8	24	4
9	30	6
10	31	7
11	44	4
12	26	5
13	36	5
14	34	5
15	21	8
16	32	10

Run the regression from Analysis Toolpak:

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And get results something like this:

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<i>Regression Statistics</i>	
Multiple R	0,3898
R Square	0,1519
Adjusted R Square	0,1514
Standard Error	1,8823
Observations	1584

ANOVA					
	<i>df</i>	<i>SS</i>	<i>MS</i>	<i>F</i>	<i>Significance F</i>
Regression	1	1004,2107	1004,2107	283,42901	1,24816E-58
Residual	1582	5605,1472	3,5431		
Total	1583	6609,3580			

	<i>Coefficients</i>	<i>Standard Error</i>	<i>t Stat</i>	<i>P-value</i>	<i>Lower 95%</i>	<i>Upper 95%</i>	<i>Lower 95,0%</i>	<i>Upper 95,0%</i>
Intercept	3,3966	0,1564	21,7109	0,0000	3,0897	3,7035	3,0897	3,7035
X Variable 1	0,0835	0,0050	16,8354	0,0000	0,0738	0,0932	0,0738	0,0932

Of course there are much more sophisticated softwares to run data analysis. However, there is a joke in business intelligence communities:

- What is the most used feature in any business intelligence solution?
- It is “**Export to Excel**”

5. You can collect information, make data entry and create lists

Coming back from boring data analysis world, let’s mention the simplest and most handy usage area of excel: Make Lists!

It is already self explaining so I won’t bother with the details. When you want to list down some simple data, take notes, create todo lists or anything. Just open the excel and write down. Did we mention about that “paper alternative” thing? Oh yes, we did.

A lead list example:

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Business Name	Business Category	Contact Name	Email
Precast Concrete	Concrete Contractors	Fearghal Harrington	info@hpc.ie
Glover Limited	Concrete Contractors	Ray Acheson	solutions@acheson-glover.com
Company	Billiards Equipment & Supplies	Darren Lennox	info@thebilliardcompany.com
ing Centre	Bowling Alley	Mark Delany	markdelany@alsaa.ie
Varehouse	Camping Equipment & Supplies	Mark Neale	info@mountainwarehouse.com
venture Store	Camping Equipment & Supplies	Martin Ryan	garym@oas.ie
Outdoor Store	Camping Equipment & Supplies	Jack Layden	Info@basecamp.ie
ing	Camping Equipment & Supplies	Maureen Wood	capelcamping@gmail.com
:kle Shop	Fishing Equipment & Supplies	Henry	henrystackleshop@eircom.net
; Tackle	Fishing Equipment & Supplies	Allen Prosser	ABC_fishing_tackle@hotmail.com
ishing Tackle Shop	Fishing Equipment & Supplies	Petru Pop	contact@baracudafishing.com
ed Martial Arts	Martial Arts Instruction	Shane Thomas	daragh@mnaireland.com
; Incorporated	Martial Arts Instruction	Robert Devane	info@martialartsinc.com
; Academy	Martial Arts Instruction	Shay McNamee	info@martialartsacademy.com
: Club	Martial Arts Instruction	Kawasoe Sensei	DCUKarateinfo@gmail.com
ing Fitness	Boxing Clubs & Instruction	Simon Dalton	spartanboxingfitness@live.ie
rts	Sporting Goods	Anne-Marie Hanly	online@elverys.ie
ure Training Ireland)	Water Sports	Jeanie Johnston	info@atirl.ie
	Water Sports	Catherine Etienne	info@puremagic.ie
g Club	Go Carts	Anthony Wall	info@irishkarting.com
	Car Rental	Stephen Gleeson	res@europcar.ie
ycles	Motorcycle Dealer,Rental,Service	Smyth Eoin	dub15mcs@gmail.com

You can also convert PDF files into Excel files in order to make it easier to work on. This can be done with automatically with some softwares. But some pdf files cannot be processed automatically (like handwritten documents, scanned invoices etc). You will need to do it manually.

The image illustrates the process of converting a PDF document into an Excel spreadsheet. On the left, a PDF document is shown with a table titled "MECHANICAL CONSTANT VOLUME BOXES". The table has columns for various specifications, including "CFM", "AIR UNIT SERVED", and "NO". On the right, an Excel spreadsheet is shown with a table titled "2 SOUND ABSORBERS". The table has columns for "DESIGNATION", "CFM", "AIR UNIT SERVED", and "NO". A blue arrow points from the PDF to the Excel, with the text "PDF to Excel" written on it.

Benefits of Going for Advanced Excel

When you want to play with the data on a web page, you can easily copy-paste it into an excel file and then you can sort, filter or do anything you want:

For example, Oscars awards since 2000:

Date	Best Picture	Best Director	Best Actor in a Leading Role
2000	Gladiator	Steven Soderbergh	Russell Crowe
2001	A Beautiful Mind	Ron Howard	Denzel Washington
2002	Chicago	Roman Polanski	Adrien Brody
2003	The Lord of the Rings: The Return of the King	Peter Jackson	Sean Penn
2004	Million Dollar Baby	Clint Eastwood	Jamie Foxx
2005	Crash	Ang Lee	Philip Seymour Hoffman
2006	The Departed	Martin Scorsese	Forest Whitaker
2007	No Country for Old Men	Joel Coen	Daniel Day-Lewis
2008	Slumdog Millionaire	Danny Boyle	Sean Penn
2009	The Hurt Locker	Kathryn Bigelow	Jeff Bridges
2010	The King's Speech	Tom Hooper	Colin Firth
2011	The Artist	Michel Hazanavicius	Jean Dujardin
2012	Argo	Ang Lee	Daniel Day-Lewis
2013	12 Years a Slave	Alfonso Cuarón	Matthew McConaughey
2014	Birdman or (The Unexpected Virtue of Ignorance)	Alejandro G. Iñárritu	Eddie Redmayne
2015	Spotlight	Alejandro G. Iñárritu	Leonardo DiCaprio

Oscars List in Excel Sample

Everybody loves lists. And we have put together some useful lists from Fortune 500 to Nobel awards history. Check it out, it is free:

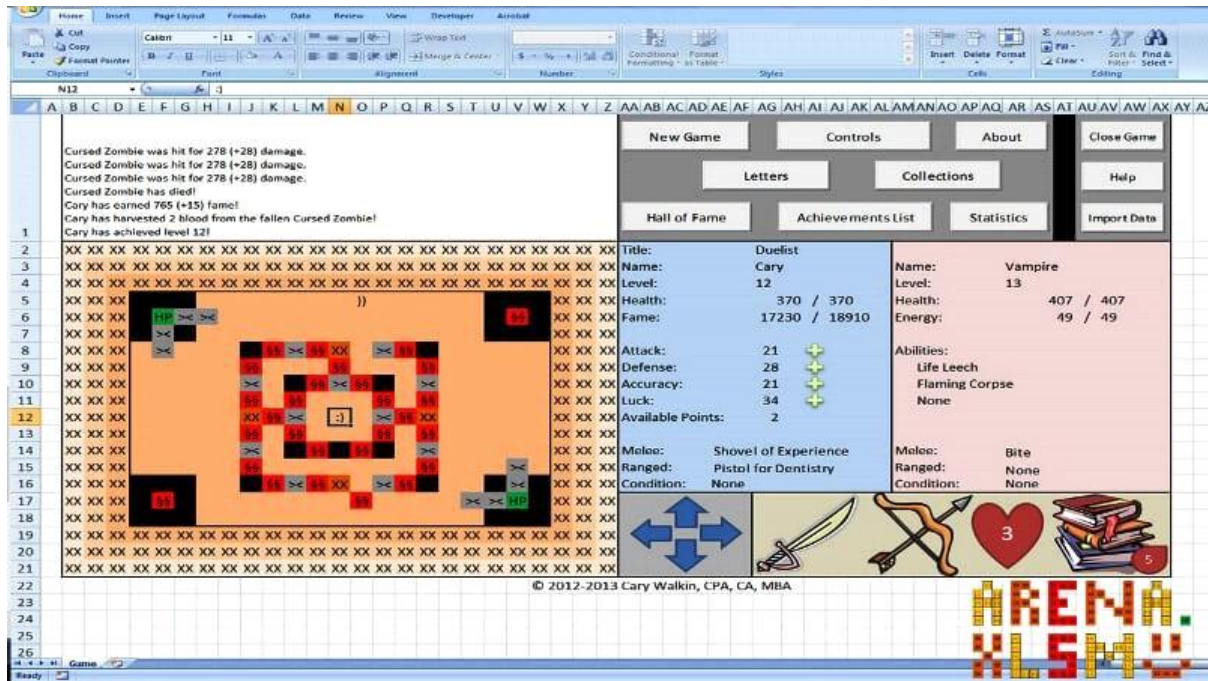
[Useful Lists Collection: Fortune 500 Companies, Top Movies, Country Facts, NBA Awards and more](#)

6. Games in Excel!

We already mentioned this in VBA section above. But it is worth to talk a bit more.

Visual Basic allows you to code complex things like games as well. But of course don't expect a GTA or FIFA. Things like chess, sudoku or Monopoly is OK. But, a few people have gone far and created more complicated things, like a RPG game. Take a look at this:

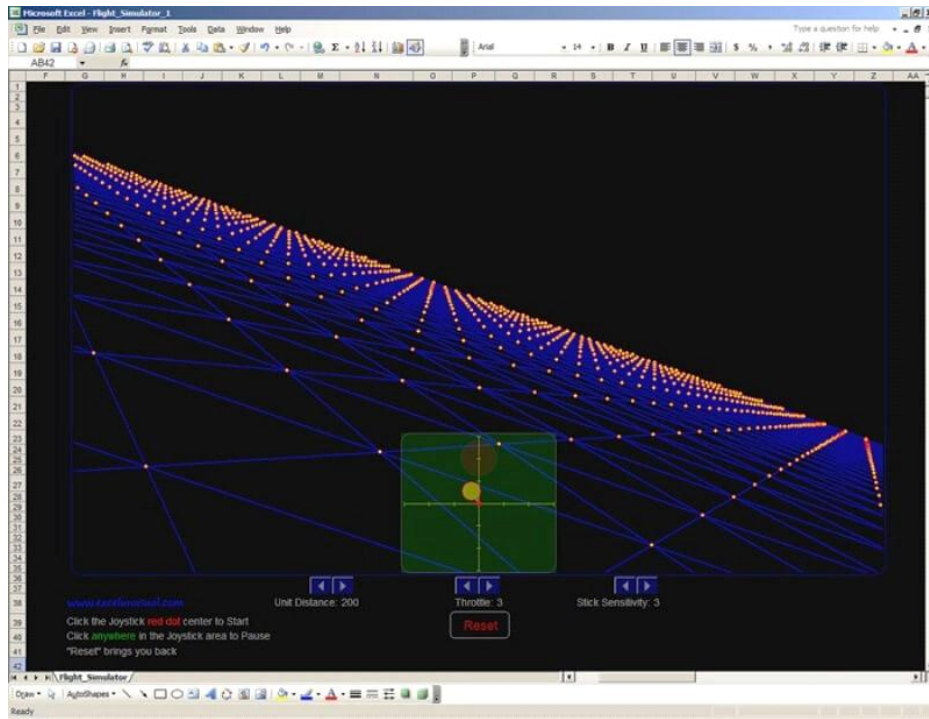
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This game has been created by an accountant, Cary Walkin. I know it doesn't look great but it is in Excel! (you can play it at the office ☺)

Another example:

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A flight simulator in Excel?? Is it the same thing we use to sum up the sales figures? Lol yeah.

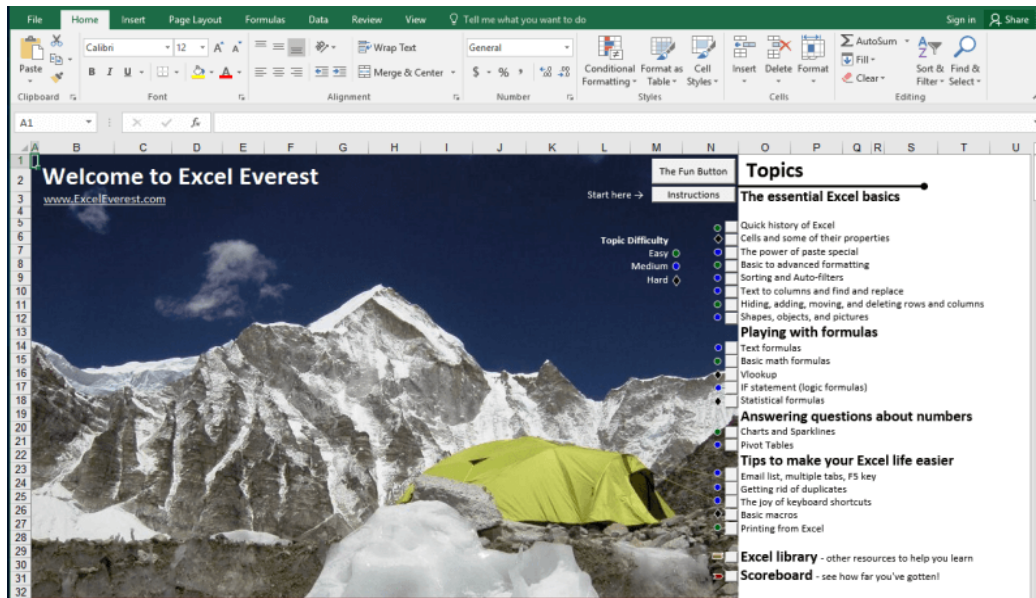
You can also embed flash games into Excel (like Super Mario, Angry Birds or whatever) But I count them off as they are not built with VBA.

7. You can use Excel for educational purposes with interactive features

As we mentioned in Financial Modeling section, Excel is quite good for creating dynamic results according to the inputs. We get benefit of this to create interactive tools.

One example comes to my mind is this spreadsheet, guys from San Francisco have prepared:

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I haven't tried it myself but an Excel tutorial in Excel. Liked the idea!

Quizzes are good tools for interactive learning and you can prepare in Excel as well. A quiz master template from indzara.com:

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Instructions

Please enter only in cells coloured in tan
Please do not modify cells coloured in blue

Settings

Number of Participants 4
Number of Questions 30

Enter participant names below

Person A
Person B
Person C
Person D

Quiz Control Board

Current Question 16 Reveal Answer 15

Starting With: Person D

Quiz Progress

16 30

Please do not modify any of the information below

Q. No.	Question	Choice 1	Choice 2	Choice 3	Choice 4	Points	C
16	Capital City of Argentina?	London	Thimphu	Buenos Aires	Baku	10	

A periodic table in excel which we have prepared recently:

PERIODIC TABLE DASHBOARD

Periodic Table of the Elements

Legend:

- Nonmetals (Red)
- Other Metals (Purple)
- Transition Metals (Blue)
- Alkali Metals (Green)
- Metals (Orange)
- Semimetals (Pink)
- Lanthanides (Light Blue)
- Actinides (Dark Blue)
- Alkaline-earth metals (Light Green)

PERIODIC TABLE ELEMENTS INFO

Terms of Use

Chlorine

Chemical symbol : Cl

No. : 17

Group : 17

Period : 3

Block : p

State at STP : Gas

Occurrence : Primordial

You can learn Excel in Excel!
As said: Practice Makes Perfect!

You can test your Excel skills in Excel with: [Excel Formulas Trainer](#):

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EXCEL FORMULAS TRAINER DASHBOARD For other Excel templates, click → someka Excel Solutions
For customization needs, email to: info@someka.net

Your Total Training Progress: → **13%** 4 of 30 Questions Completed

1. Four Operators 2. SUM 3. COUNT 4. AVERAGE 5. MAX and MIN
6. Date Functions

11. VLOOKUP 16. CONCATENATE
21. VLOOKUP ADVANCED 26. INDEX

BEGINNER LEVEL
So far you have completed: **40%**

MEDIUM LEVEL
So far you have completed: **0%**

ADVANCED LEVEL
So far you have completed: **0%**

Table 1: Fruits

Fruits	Qty	Unit Price
Apple	5	\$2.8
Banana	12	\$2.6
Orange	6	\$3.4
Pear	3	\$3.2
Mango	23	\$4.8
Fig	22	\$2.9
Blueberry	16	\$1.2
Avocado	12	\$3.0
Plum	0	\$3.4
Kiwi	25	\$1.5

Table 2: Fruits (Subset)

Fruits	Unit Price
Mango	
Orange	
Avocado	

Table 3: Stock

Stock No	Product	Brand
160	LCD TV	Samsung
724	LED TV	LG
347	Phone	HTC
459	Ultrabook	HP
886	Tablet	Apple
620	Mouse	Logitech
937	Keyboard	Microsoft
446	Speakers	Philips

Table 4: Product Price

Product	Price
Tablet	\$450.0
Mouse	\$15.0
Phone	\$600.0
Keyboard	\$45.0

Form Fields:
Fruits Unit Price:
Fruits Unit Price:
Fruits Unit Price:
Stock No: Product:
Tablet Stock No: Brand:
Stock No: Product:
Price:

Instructions:
1 - Find the prices of fruits according to the table on the left, by using VLOOKUP() function.
** Don't forget to use \$ signs to benefit from Relative and Absolute References in Excel.
2 - First, manually write Tablet stock number in the first box (B86)
Then find its brand by using VLOOKUP() function
3 - First, find the product with the stock number "620", by using VLOOKUP function
Then find that product's price by using VLOOKUP() function
** Notice that, there are two separate tables which are not equal in size. **

Fill yellow boxes with necessary formulas and click "Submit Answer" button

This is actually an Excel template prepared with VBA macros and basically works as a practice worksheet. It has 30 sections and around 100 questions. You can learn VLOOKUP, IF and many more excel formulas by doing. If you like the idea “learning by doing”, then it is worth to check.

8. You can prepare “cheatsheets” in Excel










By cheatsheets we don't refer to the piece of paper with information written down on it that an unethical person might create if they weren't prepared for a test. What we mean is a reference tool that provides simple, brief instructions for accomplishing a specific task. We use this term because it is highly popular recently.

For example this is a cheatsheet:

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HTML5 Canvas Cheat Sheet v1.1

Canvas element		
Attributes		
Name	Type	Default
width	unsigned long	300
height	unsigned long	150
Methods		
Return	Name	
string	toDataURL([Optional] string type, [Variadic] any args)	
Object	getContext(string contextid)	
2D Context		
Attributes		
Name	Type	
canvas	HTMLCanvasObject [readonly]	
Methods		
Return	Name	
void	save()	
void	restore()	
Transformation		

Compositing		
Attributes		
Name	Type	Default
globalAlpha	float	1.0
globalCompositeOperation	string	source-over
Supports any of the following values:		
		
source-over	source-in	source-out
		
source-atop	destination-over	destination-in
		
destination-out	destination-atop	lighter

Colors, styles and shadows		
Attributes		
Name	Type	Default
strokeStyle	any	black
fillStyle	any	black
shadowOffsetX	float	0.0
shadowOffsetY	float	0.0
shadowBlur	float	0.0
shadowColor	string	transparent black
Methods		
Return	Name	
CanvasGradient	createLinearGradient(float x0, float y0, float x1, float y1)	
CanvasGradient	createRadialGradient(float x0, float y0, float r0, float x1, float y1, float r1)	
CanvasPattern	createPattern(Object image, string repetition)	
<small>Argument "Image" can be of type HTMLImageElement, HTMLCanvasElement or HTMLVideoElement "repetition" supports any of the following values: [repeat (default), repeat-x, repeat-y, no-repeat]</small>		
CanvasGradient interface		
void	addColorStop(float offset, string color)	

These compacted and summarized info is very useful in many aspects. When you try to memorize things, lookup, reference etc. And can be easily created with Excel. Let's make a Google search for a cheatsheet made in Excel:

<html>

Document Outline	Lists	Objects
<!DOCTYPE> Version of (X)HTML	 Ordered list	<object> Object
<html> HTML document	 Unordered list	<param /> Parameter
<head> Page information	 List item	
<body> Page contents	<dl> Definition list	
	<dt> Definition term	
	<dd> Term description	
Comments	Forms	Empty Elements
<!-- Comment Text -->	<form> Form	<area />
	<fieldset> Collection of fields	<base /> <input />
	<legend> Form legend	 <link />
	<label> Input label	<col /> <meta />
	<input /> Form input	<hr /> <param />
	<select> Drop-down box	
	<optgroup> Group of options	
	<option> Drop-down options	
	<textarea> Large text input	
	<button> Button	
Page Information	Core Attributes	Language Attributes
<base /> Base URL	class style	
<meta /> Meta data	id title	
<title> Title	<i>Note: Core Attributes may not be used in base, head, html, meta, param, script, style or title elements.</i>	
<link /> Relevant resource		
<style> Style resource		
<script> Script resource		
Document Structure		

Created by Dave Child

This one is from Dave Child (cheatography.com) and I was also using this one I first learned HTML.

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Last example is an Excel Cheatsheet made for Excel shortcuts:

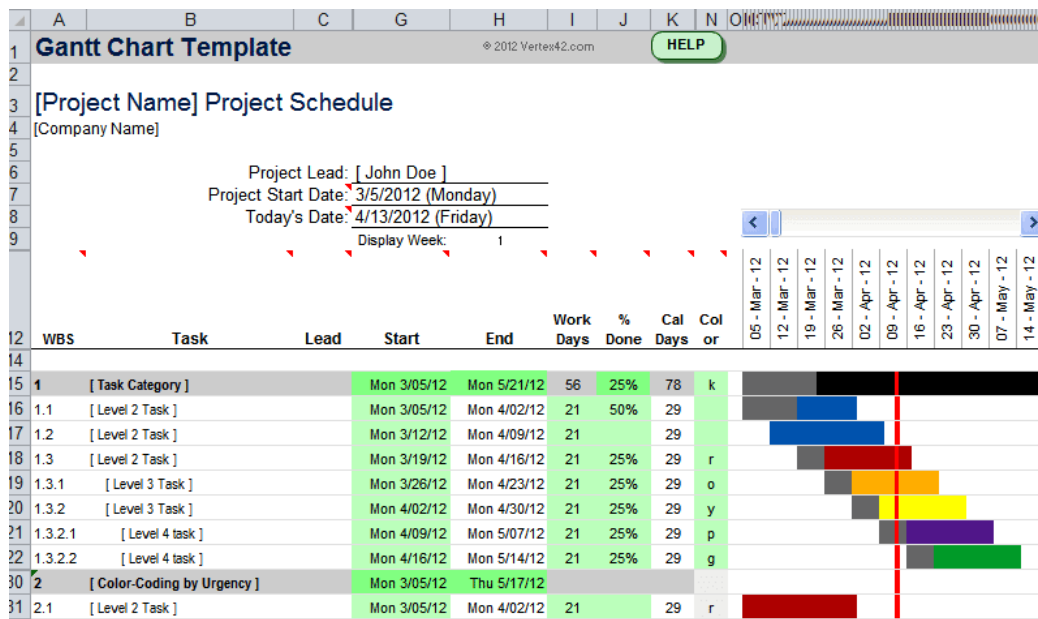
Source: alchemex.com

9. You can prepare Diagrams, Mockups or Gantt Charts

I know Excel is maybe not the best tool to do these. There are great programs or websites to make mockups, diagrams, brainstorming, mind-mapping or project scheduling. But there are habits as well. Even though I am very open for trying and using these kind of brand new tools, I find myself using excel for a mockup or a mind map. (select shapes, put notes, put arrows, change colors etc. Omg it is tedious)

Gantt charts can be a bit old-school as agile project management methods are increasing in popularity, they are still being used widely. There are several gantt chart excel templates in the web.

A gantt chart example from vertex42.com:



I just found out a reporting structure mockup I have prepared in Excel once upon a time:

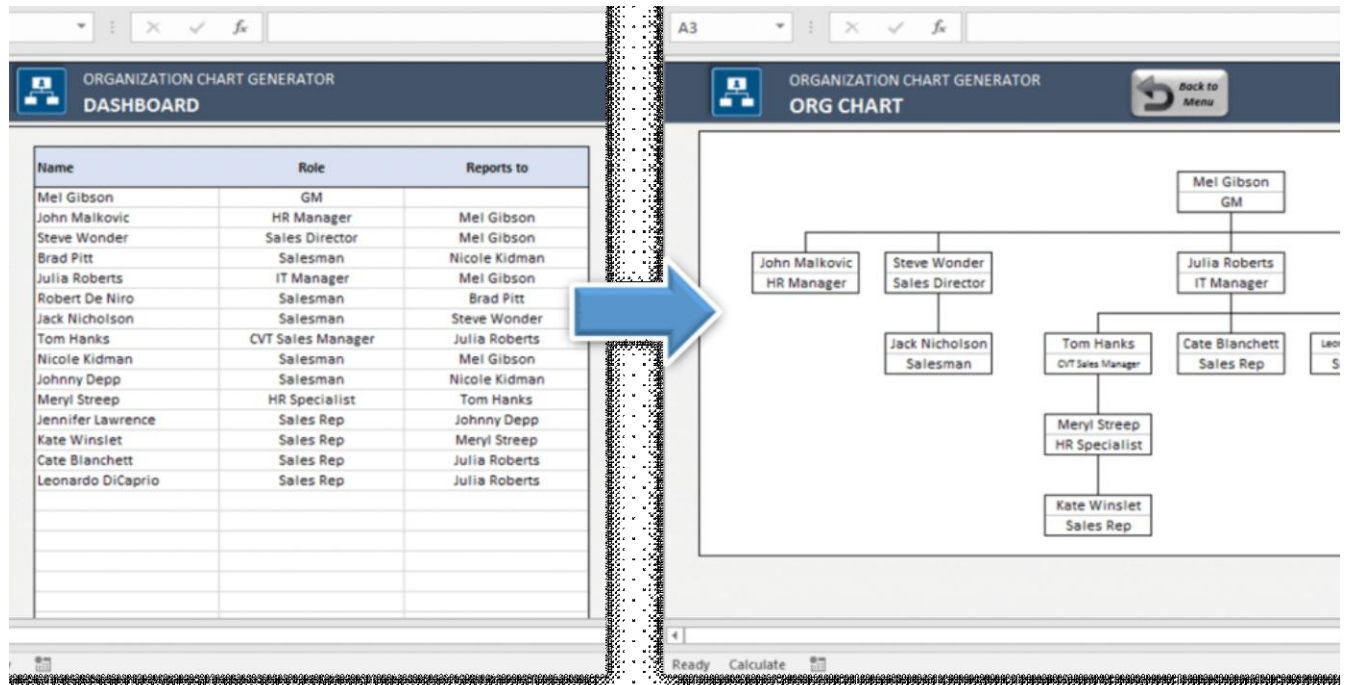
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The screenshot displays the Microsoft Excel interface with the ribbon at the top showing File, Home, Insert, Page Layout, Formulas, Developer, Data, Review, View, Add-ins, and Tell me what you want. The main area contains several key components:

- Analytics - Summary Reporting Structure:** A box containing instructions for data connections and field mappings.
- Table:** A data table with columns: Platform, Device, Country, Age Group, Gender, Language, Ref Group, Payer Type (I), Neighbour Type, and Test. It lists various devices like Chrome, Firefox, Safari, and Windows OS across different countries and age groups.
- Table of Country Pairs:** A table with two columns, Country 1 and Country 2, listing various country codes such as US, GB, FR, etc.
- Table of Properties:** A table listing various properties and their values, such as 'Device' with 'Property', 'OS' with 'Basic', and 'New Tag' with 'Basic'.
- Report Table:** A table with columns for Date, Gender (MALE/FEMALE), and various metrics (DALI, BVAL, APPDALI). It includes a 'Total' row and is annotated with 'Rows: FieldA' and 'Columns: Metrics'.
- Sheet Structure:** The bottom status bar shows 'Sheet1' and 'Structure'.

By the way, did you see our [Automatic Organization Chart Generator](#)?

Benefits of Going for Advanced Excel



This is an Excel Template which lets you create organization charts from Excel lists with a click of a button. Can be useful for small business owners and Human Resources departments. Find details here: [Automatic Organization Chart Maker – Excel Template](#)

10. You can fetch live data from web into Excel

Sometimes you may need your excel files to be updated automatically from a live data source. For example if you are making a stock market analysis and want the latest data of some stock prices at NYSE, you can connect your Excel file to a data feed and let it take the latest info automatically (unless you want to input them one by one!)

As this is a comprehensive topic I will leave it for another post. But here is a few things you can fetch into excel:

- Stock prices
- Match results of soccer, nba, nfl or any sports games (from live score sites)
- Fx rates
- Real-time flight data of airports
- Any info in a shared database (whether it is your company intranet or public)

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11. Use Excel as a simple database

Yes it is not the best idea to use Excel as a database. Because it is not designed for this purpose. Queries will take long time especially when data gets bigger. It can be unreliable sometimes and not very secure. It is all accepted. However, we are not always after a complete set of database system and it can serve us as a mini warehouse for our little data.

For example if you keep records of your invoice data and want to make some sales analysis, it can be good starting point. If later, you want to see more details, want to record more breakdowns you will need to move to a “real database”. It can be Access, SQL or anything. Just keep an eye of your Excel file because it has maximum of 1 million rows. Some of you may say “hey, it is more than enough, isn’t it?” Generally yes. But you cannot believe how data increase in size when you want to see details. I remember when I was working as an analyst in a game development company; we were holding records of 1+ billion rows of data.