Course: Master Advanced Excel Skills

Trainer: Hemant Parmar

Notes for Student

Excel will be taught using real life Excel files.
These Excel files will be provided to students.
It would be good if student can get own laptop with Excel, otherwise student can learn using Instructor's laptop.

Required Skills

You MUST have the basic knowledge of excel, e.g. Basic formula writing for simple calculations like addition, subtraction, multiplication, division, percentage & sum. You should know various types of formatting methods and page layouts.

Course Content:

Fetching data from within or outside the file

Using combination of VLOOKUP & IF functions
Alternative to VLOOKUP function – INDEX & MATCH Combo

Writing complex formula with multiple conditions

Using a combination of IF, AND & OR functions
Using nested IF functions
Using IFS function
VLOOKUP v/s Nested IF v/s IFS
Correct sequencing of logic in Nested IF / IFS
Using COUNTIF, COUNTIFS, SUMIF & SUMIFS function
 & more depending on student's profile

Data Handling & Analysis

Using Sorting function
Using Filters in different ways
Using Filters with logical conditions
Using Conditional Formatting methods
Using Conditional formatting along with formula

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Reporting & Data Analysis

Creating various types of Charts
Deciding the type of Chart to be used
Data management prior to preparing the chart
Creating complex combination charts
Analyzing Data using Charts
Creating Pivot Tables
Managing data for pivot table
Different layouts of a pivot table
Analyzing Pivot tables from different perspective

Making your excel file user friendly

Adding clickable links
Adding clickable image
Freezing rows and columns for viewing control

Securing your data, format and the entire file

Password protecting the content of a sheet
Password protecting the file
Save the excel file in PDF format

Documents you will learn to create:

Below is the list of documents we will make in this Course.
However, these can change based on Student's requirement.

Product Search Window in Price List
Linking Quotation to the Price List
Promotion Price List
Employee Joining Form
Receivables Report
Inventory Aging Report
Simple & Complex Sales Incentive Structures
Combined Sales Forecast & Sales report
School Grade Sheet

With the advanced excel techniques you will learn in this course, you will be able to prepare any other complex excel file.