

Excel in Corporate World with Microsoft Excel

Presented by: Anil Dhawan

Topics to be Covered

Course Type: Basic to Advanced Excel

- > Overview: Getting Started with Excel
- Formatting Essentials
- Functions & Formulas
- > Data Analysis Tools
- > Excel Charts
- Pivot Table
- Bonus Module

Duration: 3 Weeks / ~12 Hours

02 hours

02 hours

05 hours

01 hour

0.5 hour

0.5 hour

0.5 hour



Getting Started with Excel

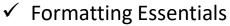
Module 1

- ✓ Introduction to Excel 2013/2016/2019/Office 365
- ✓ Application Interface and Key Components of Excel
 - Ribbon Bar, Quick Excel Toolbar, Formulas Bar, Name Box, Rows, Columns, Status Bar etc.
- ✓ Navigating Through Excel Ribbon Tabs
 - Exploring Each Ribbon Tab i.e. Home, Insert, Page Layout, View etc.*
- Exploring Important Excel Options*
 - □ Changing Cursor Direction
 - □ Enable/Disable Fill Handler and Live Preview
 - □ Hiding Horizontal/Vertical scroll bars
 - □ Showing gridlines
 - □ Changing Calculation mode etc.
- ✓ Live Session Exercise
 - □ Working with Cells/Ranges
 - Difference between Keyboard Shortcuts and Hot Keys
 - Use of Short/Hot keys and Mouse
 - □ Auto-Fit Content to Column Width / Row Height
 - Adding/Deleting/Moving/Copy cells/ranges
- ✓ Splitting data of Single Column into multiple
 - Import data from text file into Excel
- ✓ 10 Examples to use Auto-fill and Flash Fill
- ✓ Merge/Unmerge Cells & Wrap Text
- ✓ Extracting Unique Values & Important Ribbon, General and Data Entry Keyboard Shortcuts

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Formatting Essentials



- □ First thing First Exploring Universal Formatting Rules
- Recognizing Text & Number entries.
- □ How Excel stores *Date & Time Stamps* etc.
- □ Recognizing Text Representation of Numbers
- Custom Cell Number Formats
 - Converts a number into Currency format, Negative format, Percentile format, Phone Number format
 - Displays 0 at start of a number without converting in text format
 - Given Shows *Text* with *Number* without converting in text
- ✓ Custom Date/Time Formats
 - □ How to custom Date / Time in different format as per need
- ✓ Working with Comments / Notes
 - □ Introducing New Type of Comments (For 365 Users* only)
 - □ Inserting, Modifying & Deleing Comments with different methods
- ✓ Format Painter A Quick way to copy 'Formatting Attribute'
- ✓ Paste Special
 - Pasting specific attributes like Value, Formulas, Comments, Column Width, Basic Mathematical Operations etc.
- ✓ Table, Table Styles & Formatting
 - □ Introducing Excel Table Feature (a way to quickly convert your data-set into dynamic table)
 - Live example
- ✓ Freeze Panes
 - □ Freeze Rows, Columns etc.
- Page Setup & Print Formatting



Functions & Formulas



- Introduction to Excel Functions and Formulas
 - Difference between Functions & Formulas
- ✓ Basics of Functions & Formulas
- ✓ Working with Cell References Types
 - Relative Cell References
 - □ Absolute Cell References
 - Row Relative & Column Absolute Cell References and vice-versa
- ✓ Most Used Basics & Advanced Functions & Formulas
 - Text Functions
 - Date & Time Functions
 - Mathematical
 - Statistical Functions
 - Logical Functions
 - Lookup & Reference Functions
 - Newly Introduced Excel Functions
 - Customized Formulas Tricks
- ✓ Working with Array Formulas
- ✓ Creating Customize Formulas Step-by-Step with Live examples
- ✓ Creating and Working with Dynamic Ranges using Function and Excel Table features
- ✓ Formulas Debugging / Formulas Auditing
- ✓ Types of Formula Errors / Error Handling Tricks





List of Functions (Basics + Advanced/Customized)



Functions & Formulas

✓ Text Functions

CLEAN, CONCATENATE, LEFT, RIGHT, MID, LEN, LOWER, UPPER, PROPER, REPT, TRIM, VALUE, FIND, SEARCH, SUBSTITUTE, and TEXT etc.

✓ Date & Time Functions

DATE, DAYS, TIME, NOW, TODAY, EDATE, EOMONTH, NETWORKDAYS, NETWORKDAYS.INTL, WEEKDAY, WEEKNUM, WORKDAY, and WORKDAY.INTL etc.

✓ Math & Trig Functions

□ INT, MOD, ROUND, ROUNDDOWN, ROUNDUP, SUM, SUMIF, SUMIFS, SUMPRODUCT etc.

✓ Statistical Functions

AVERAGE, COUNT, COUNTA, COUNTBLANK, MAX, MIN, COUNTIF, COUNTIFS, SMALL, and LARGE etc.

✓ Logical Functions

□ IF, IFS, AND, OR, and IFERROR.

✓ Lookup & Reference Functions

□ FORMULATEXT, VLOOKUP, HLOOKUP, INDEX, MATCH, INDIRECT, and OFFSET

✓ Newly Introduced Functions in Recent Version of Excel*

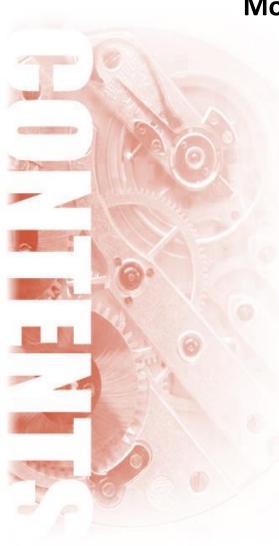
CONCAT, TEXTJOIN, IFS, SWITCH

✓ Nested Conditions/Customize Formulas*

- One dimensional dynamic lookup
- Two dimensional dynamic lookup
- Formulas for calculating Aging
- Calculate remaining/pending days and weeks in a year
- □ Finding out Weekend/Weekday dates
- □ Nested IF condition (using multiple criteria)
- □ Extracting First, Middle & Last Name dynamically
- Formulas to get Sum/Average of Nth Top/Bottom values
- Merge Numbers & Text by keeping Number formatting alive
- □ Extract Date or Time from Date-Time stamp
- □ Reverse lookup
- □ Many more....



Data Analysis

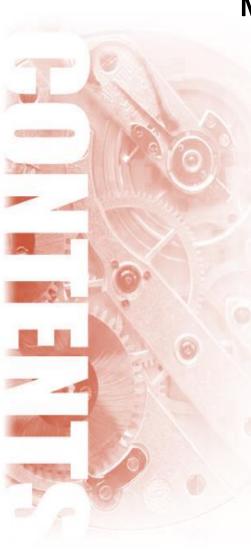


- ✓ Data Sorting
 - Introduction to Data Sorting
 - □ Simple Sorting basis on cell value
 - □ Advanced / Multilevel Sorting
 - □ Sorting based on Cell Colors, Font Color etc.
- ✓ Data Filtering
 - □ What is Filter and How to apply?
 - Basics of Filters
 - □ Sorting with Filter
 - Advanced Filter
 - Conditional Filtering
- ✓ Named Ranges
 - Introduction to Defined Names
 - Assigning Name to Cells and Ranges
 - Use of Named Ranges in Functions & Formulas
 - □ Working with Dynamic Ranges
- ✓ Conditional Formatting
 - Introduction to Conditional Formatting
 - □ Exploring all CF Rules in Detail
 - □ Formatting Cells based on values using different Styles

- Formatting Cell Values using Traffic Indicators/Icons
- □ Highlighting Cells containing Specific Text
- Highlighting Top/Bottom Values (Simple & Dynamic Examples)
- □ Highlighting Unique/Duplicate Values
- □ Highlighting Rows/Columns with empty Cells
- □ Highlighting using Functions/Formulas
- □ Highlighting Weekday/Weekend Dates using CF
- ✓ Data Validation
 - What is Data Validation in Excel?
 - □ Exploring all Data Validation Rules in detail
 - □ Setting up Input and Error Messages
 - □ Validating Numbers, Decimals, Date, Text Length etc.
 - Data Validation using Functions & Formulas
 - □ Validating Data using Named Range
 - Dynamic Drop Down List
 - Dynamic Dependent Drop Down List



Excel Charts



- ✓ Introduction to Excel Charts
- Exploring most commonly used Charts and Templates
- ✓ Basics of Charts
- ✓ Selecting Requirement based Charts
- ✓ Working with Basic Charts:
 - Column / Clustered / Stacked Column
 - □ Line / Line with Markers
 - 🛛 Bar
 - □ Pie / Pie of Pie
 - 🛛 Мар
 - □ Clustered Column with Line etc.
- ✓ Creating Customized / Advanced Charts
- ✓ Creating Dynamic Chart
- Working with Dynamic Interactive Charts in Excel using Drop Down
- Working with Chart Elements, Formatting, Chart Styles, Properties etc.



Pivot Tables

- ✓ Introduction to Pivot Table
- ✓ Creating a Pivot Table
 - □ Basics of Pivot Table Creation (Planning and Studying the Data)
 - Two Dimensional Pivot Table Summary
- ✓ Use of Calculated Fields/Items
- ✓ Pivot Table Formatting
- ✓ Grouping Items & Summarizing data in Pivot Tables
- ✓ Grouping and Bucketing data in Pivot Table
- ✓ Changing/Modifying Data Sources
- ✓ Working with Pivot Table Designs & Layouts
- Exploring Important Pivot Table Options & Field Settings
 Formatting Empty Cells
- ✓ Pivot Table Filters
- ✓ Changing Pivot Table Summary Calculation
- ✓ Use of Slicers in Pivot Table
- ✓ Introduction to Pivot Charts



Quick Tips & Tricks

Bonus Module

- ✓ Protecting Workbook/Worksheets/Ranges
- ✓ 'Go To Special' Feature and Its' Uses
- ✓ 350+ Window Keyboard Shortcuts Guide (Cheat-Sheet)
 - 30 Quick Time Saving Excel Keyboard Shortcuts to increase productivity
 - □ Learn with Live Examples & Easy way to Best Practice
- ✓ 150+ Mac Excel Keyboard Shortcuts Guide
- Exploring Some Ready to Use Templates and Industry Dashboards
- ✓ Session Study Material
 - □ Session Study Material with solved examples after every session
 - □ Access to some Excel Videos*
 - Excel Formula Tips
- Real Life Case Studies and Situations for Best Practice and Get Ready for Corporate World
- ✓ Bi-Monthly Quiz
- ✓ Situation based Questions for Practice
- ✓ 6 Months Live Support via Phone/Email/Messages



Key Take Away

Upon Completion of this course, you will be able to :

- Proficient in Ms-Excel(Basics & Advanced)
- Having good command on keyboard shortcuts/Hotkeys
- Skilled in formatting the small and large datasets using Excel
- Capable of coding and handling the large data
- Able to choose the appropriate function/formula for any situation
- Building own formulas for customize requirements
- Navigating through Excel efficiently & effectively
- Able to create dynamic ranges
- Debugging the functions/formulas
- Understanding the functionality of simple and Complex functions & formulas
- Plotting various charts & tables using Excel
- Creating various reports using different features & functions
- Having strong knowledge of Advanced Formulas
- Able to analyze any data with Excel
- Ability to create Good Looking and World Class Dashboards
- Use Form Controls, Active-x Controls
- Make User Form like a Pro
- Make Automate your existing Reports



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