

<b>COURSE CONTENTS - EXCEL</b>	<b>Basic 4 HRS</b>	<b>Advance 10 HRS</b>	<b>Super 30 HRS</b>
<b>Basic Excel</b>			
Data Sheets   Records with Basic Calculation	Y	Y	Y
Cell Formats   Cell Style	Y	Y	Y
Conditional Formating   Table Formats	Y	Y	Y
Data Sorting   Filter	Y	Y	Y
<b>Advance Excel</b>			
Writing conditional expressions (using IF)		Y	Y
Using logical functions (AND, OR, NOT)		Y	Y
Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)		Y	Y
VlookUP with Tables, Dynamic Ranges		Y	Y
VlookUP with Exact Match, Approximate Match		Y	Y
Using VLookUP to consolidate Data from Multiple Sheets		Y	Y
<b>Data Validations</b>			
Specifying a valid range of values for a cell		Y	Y
Specifying a list of valid values for a cell		Y	Y
Specifying custom validations based on formula for a cell		Y	Y
Creating subtotals, Multiple-level subtotals		Y	Y
Creating Pivot tables, Formatting and customizing Pivot tables, Pivot charts		Y	Y
Consolidating data from multiple sheets and files using Pivot tables		Y	Y
Viewing Subtotal under Pivot		Y	Y
<b>More Functions</b>			
Date and time functions		Y	Y
Text functions		Y	Y
Database functions		Y	Y
Power Functions (Countlf, CountIFS, SumlF, SumlFS)		Y	Y
<b>Whatlf Analysis</b>			
Goal Seek		Y	Y
Data Tables		Y	Y
Scenario Manager		Y	Y
<b>Charts</b>			
Using Charts, Formatting Charts , Using 3D Graphs		Y	Y
Using Bar and Line Chart together , Using Secondary Axis in Graphs		Y	Y
Sharing Charts with PowerPoint / MS Word, Dynamically		Y	Y
(Data Modified in Excel, Chart would automatically get updated		Y	Y
<b>Super Excel</b>			
Using external data sources			Y
Using data consolidation feature to consolidate data			Y
Snow value AS ( % of Row, % of Column, Running Total, Compare with Specific Field)			Y
VB Coading   Macros			Y