

MS-Excel - Advance (Corp-12 Hours)

<p>Introduction & Basic Brush-up</p> <ul style="list-style-type: none"> ○ Benchmarking features of MS-Excel 2010 ○ MS-Excel Basic brush-up ○ Terminology & Concepts <p>Cells, Range, Name Range</p> <ul style="list-style-type: none"> ○ What is CELL and different types of Cell references? ○ Usage of different type of cell reference ○ What is Range and usage of Range ○ Concept and usage of “Name Range”. <p>Data Handling & Manipulation</p> <ul style="list-style-type: none"> ○ Structured Data ○ Data Validation (Basic and Advance) ○ Conditional Formatting (Basic and Advance) ○ Handling Duplicate data with creating own rules ○ Subtotal as function and Subtotal as “Data Grouping” ○ Using data of another worksheet and workbook ○ Data Protection <p>Formulas & Functions</p> <ul style="list-style-type: none"> ○ Difference between Formula and Function ○ What is “Nested” functions and how to write them ○ Understanding Excel Function architecture and syntax <p>Excel Functions</p> <ul style="list-style-type: none"> ○ <i>Logical Functions</i> i.e. IF, AND, OR ○ <i>Lookup & Reference Functions</i> i.e. VLOOKUP (Single and Two Dimensional), LOOKUP, INDEX, INDIRECT, MATCH, CHOOSE ○ <i>Text Functions</i> i.e. EXACT, FIND, LEFT, RIGHT, LEN, MID ○ <i>Math Functions</i> i.e. SUM, COUNT, SUMIF, COUNTIF, SUBTOTAL, SUMPRODUCT ○ <i>Date & Time Functions</i> i.e. DATE, NETWORKDAYS, NOW 	<p>Analytical Tool</p> <ul style="list-style-type: none"> ○ Pivot Table & Slicer ○ Pivot chart <p>What IF Analysis Tool</p> <ul style="list-style-type: none"> ○ Goal Seek ○ Data Table for probabilities <p>Charts</p> <ul style="list-style-type: none"> ○ Overview of creating chart ○ Dynamic chart (with check box) <p>Working with Developer Object</p> <ul style="list-style-type: none"> ○ Inserting Developer Tab ○ What is Developer Objects & their usage ○ Using Check Box and overview of other objects i.e. Radio button, Spin button. <p>Professional use of Comments</p> <ul style="list-style-type: none"> ○ Inserting comments ○ Editing comments ○ Deleting comments ○ Picture comments <p>Macros</p> <ul style="list-style-type: none"> ○ Introduction to Macros ○ Recording Macros ○ Using Recorded Macros <p>Array Functions (introduction only)</p> <ul style="list-style-type: none"> ○ What is Array Function ○ How Array function work ○ Creating formulas using Array function <p>Reports</p> <ul style="list-style-type: none"> ○ Reports Ethics ○ Tips for quick formatting the reports ○ Dynamic reports
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Note: Above is designed for corporates considering features and functions useful for day to day operations in MS-Excel, data handling, MIS & etc.

To suits the requirement of individuals – we are open for customization.

MS-Excel version 2010 or above is recommended. Training will be performed using MS-Excel 2016 version.