

Microsoft Advanced Excel

Module 1: Basic and new excel features in different versions of Excel, Types of references to perform complex calculations

- Introduction of Excel with different Excel versions
- Work with Comments
- Copy/Paste, Paste Special
- Changing the font and font size
- Changing font color
- Fill Effects
- Wrapping text within a cell
- Cell Formatting
- Filter, Advance Filter, Color Filter
- Sorting, Advance Sorting, Custom Sorting
- Flash Fill Feature in Excel 2013
- Absolute, Relative and Mixed Cell References
- Protect sheet and workbook
- Lock cell
- Table Feature
- Freeze and unfreeze panes and Split
- Excel Keyboard Shortcut Keys

Module 2: Custom Number Format, GOTO Special, Hyperlink, Remove Duplicates and Data Validation

- Changing the number format
- Understanding the number format codes
- Changing the font color with number format codes
- Adding the text with number format codes
- Hide Number and Text based on criteria
- GOTO SPECIAL functionality in Excel

- Hyperlink from different sheet, workbook, cell, defined names and websites
- Using Hyperlink function open any website, send email
- Remove Duplicates
- Data Validation: Avoid any duplicate entry in range, Create Validation List, create error message and input message etc.
- Watch Window

Module 3: Name Manager, COUNT Functions, COUNTIF with wild card, Running Count and Arrange Data with Function

- Define Name using Name Manager
- Create from Selection
- Name Convention in Name Manager
- COUNT, COUNTA, COUNTBLANK
- COUNTIF, COUNTIFS
- COUNTIF with wildcard
- Arrange Data
- Unique Entry using COUNTIF function
- Find Duplicates using COUNTIF Function
- Running Count

Module 4: SUMPRODUCT Function, logical Functions and Grouping and ungrouping in Excel

- SUMPRODUCT, SUMIF, SUMIFS, Group, ungroup and Subtotal, Freeze Panes and Split
- Learn to use SUMPRODUCT for COUNT, SUM, AVERAGE, COUNTIF, SUMIF and AVERAGEIF etc.
- Group Rows
- Group Columns
- Ungroup Rows and Columns
- Subtotal Feature
- Subtotal Function
- Logical Functions: IF, Nested IF, AND, OR, NOT, XOR, IFERROR

Module 5: Text functions in Excel to solve complex text problems, text to column functionality

- Different TEXT Functions used in Excel
- Using multiple text functions for complex problems
- Text to column functionality of excel
- What If Analysis in Excel

Module 6: Date Functions in Excel, creating dynamic calendar for whole months and years

- Date Functions in excel.
- Create and Design Calendar using Different Date Functions (WEEKDAY, WEEKNUM, EOMONTH, EDATE) in excel.
- Calculate Age using DATEDIF Function
- count working days using NETWORKDAYS Function

Module 7: LOOKUP, VLOOKUP, HLOOKUP function and OFFSET functions

- VLOOKUP, HLOOKUP, LOOKUP, OFFSET AND CHOOSE
- 30 Different usage of VLOOKUP
- VLOOKUP with Exact Match
- VLOOKUP with Approximate Match
- OFFSET function with drop down list

Module 8: Array formula, INDEX, MATCH, SMALL, LARGE, ROW and COLUMN functions

- Advance uses of Array Formula INDEX, MATCH, SMALL, LARGE,
- ROW,COLUMN
- Use of INDEX Formula
- To get INDEX number using MATCH function
- SMALL and LARGE Functions with array
- Difference and use of ROW and ROWS functions
- COLUMN and COLUMNS function
- Lookup image using INDEX Function

Module 9: Advanced Conditional Formatting and Data Bars

- Advanced Conditional Formatting
- Highlight Cell Rule
- Text that contains
- Highlight Duplicate cell value
- Top/Bottom Rules
- Data Bars
- color Scale
- Icon Set
- using formula in Conditional Formatting

Module 10: Advanced Formula, uses of INDIRECT function, creating range by text strings

- Advance Formula

- Create Dependent Validation List using INDIRECT function
- Create range by TEXT strings
- Use of ACTIVEX Control
- Create Dashboard using INDIRECT and ACTIVEX Control

Module 11: Working on Pivots, creating Pivots from different sources and adding fields into it

- Pivot table, Slicer, GETPIVOTDATA function, Pivot Chart
- Design pivot table
- use of slicer
- Add Calculated Field and Item in Pivot
- Create Pivot table from multiple sheets
- Create Pivot table from External Data Sources
- Introduction to Different types of Pivot Charts
- Dynamic Pivot Charts

Module 12: Creating dashboards and reports by using excel features and functions, live experience to create dashboard

- Special Class for Dashboard Creation
- How to Design Dashboard using Pivot table, Pivot Chart
- Use of ACTIVEX Control in Dashboard
- Effective way of using Color Combination
- Use of Binary format Excel