

COURSE CONTENT – ADVANCED EXCEL CONCEPTS

Various Methods and Uses of Advance Excel Formulas

- **VLOOKUP, HLOOKUP**
- SUMIF, SUMIFS, SUMPRODUCT, DSUM
- COUNTIF, COUNTIFS, IF
- IFERROR, ISERROR, ISNA, ISNUMBER, ISNONTEXT, ISBLANK, ISTEXT
- GETPIVOTDATA
- DCOUNT, DCOUNTA, OR, AND, SEARCH, INDEX, MATCH ETC
- Various other functions related to **Date, Time, Text, Finance** etc.

Various Methods and Uses of IF Conditions

- When should use the "IF" Conditions?
- Creation of **Multiple IF Conditions** in One Cell
- Use the IF Conditions with the Other Advance Functions
- How to use nested IF statements in Excel with AND, OR Functions

ADVANCED EXCEL OPTIONS

- Various Methods of Filter and Advance Filter options
- Creating and Updating Subtotals
- Various Methods of Text to Column options
- Uses of Data Grouping and Consolidation options
- Uses of **Goal Seek and Scenarios Manager**
- Uses of **Solver** as Data optimization tool
- Various Method of Sorting Data
- Creating, Formatting and Modifying Chart
- Data Validation, Creating drop down lists using different data sources
- Linking Workbooks and Uses of Edit Link options
- Excel Options, Customizing the Quick Access Tool Bar
- Introduction to new tools like **Sparklines**.

Pivot Tables & Charts

- Various Methods and Options of Pivot Table
- Using the Pivot Table Wizard
- Changing the Pivot Table Layout
- Subtotal and Grand total Options
- Formatting
- Grouping Items
- Inserting Calculated Fields
- Pivot Table Options
- Calculation in Pivot Table
- Display and Hide Data in Field

COURSE CONTENT – ADVANCED EXCEL CONCEPTS

- Select, Move & Clear Pivot Data
- Creating and Modifying Pivot Chart
- Formula Auditing features and Trace formula error

Advance Use of Function

- Mixing Function to get Various MIS Outputs
- Creating Data Table
- Advance Data Validation
- Using conditional formatting with Formulas and Function
- Using Name Manager
- Array Formulas

Importing Data from External Sources

Macros

- What is a Macro?
- Creating Excel Macro
- Running Macros and Editing
- Automating Tasks with Macro

Dashboards

- Creating and understanding basics of dashboards
- Various examples on dashboards.