



ADVANCE EXCEL

- Overview of the Basics of Excel
 - ◆ Customizing common options in Excel
 - ◆ Excel formatting
 - ◆ Cell Alignment and Orientation
 - ◆ Number and Custom Number Formatting
 - ◆ Absolute and relative cells
 - ◆ Protecting and un-protecting worksheets and cells
 - ◆ Uses of format as table and benefits
- Use Fill Series
 - ◆ Auto Fill
 - ◆ Justify
 - ◆ Flash Fill
- Page Setup
 - ◆ Margin, Orientation
 - ◆ Page Size
 - ◆ Print Area, Print Title
 - ◆ Page Breaks
- Working with Functions
 - ◆ Writing conditional expressions (using IF)
 - ◆ Using logical functions (AND, OR, NOT)
 - ◆ Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)
 - ◆ VlookUP with Exact Match, Approximate Match
 - ◆ Nested VlookUP with Exact Match
 - ◆ VlookUP with Tables, Dynamic Ranges
 - ◆ Nested VlookUP with Exact Match
 - ◆ Using VLookUP to consolidate Data from Multiple Sheets
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- Data Validations
 - ◆ Specifying a valid range of values for a cell
 - ◆ Specifying a list of valid values for a cell

- ◆ Specifying custom validations based on formula for a cell
- **Working with Templates**
 - ◆ Designing the structure of a template
 - ◆ Using templates for standardization of worksheets
- **Sorting and Filtering Data**
 - ◆ Sorting tables
 - ◆ Using multiple-level sorting
 - ◆ Using custom sorting
 - ◆ Filtering data for selected view (AutoFilter)
 - ◆ Using advanced filter options
 - ◆ Using Wildcard Character with advance filter
 - ◆ Using Filter fuction
 - ◆ Understanding OR and AND logic in filter function
- **Working with Reports**
 - ◆ Creating subtotals
 - ◆ Multiple-level subtotals
 - ◆ Creating Pivot tables
 - ◆ Formatting and customizing Pivot tables
 - ◆ Using advanced options of Pivot tables
 - ◆ Pivot charts
 - ◆ Consolidating data from multiple sheets and files using Pivot tables
 - ◆ Using external data sources
 - ◆ Using data consolidation feature to consolidate data
 - ◆ Show Value As (% of Row, % of Column, Running Total, Compare with Specific Field)
 - ◆ Viewing Subtotal under Pivot
 - ◆ Creating Slicers (Version 2010 & Above)
- **More Functions**
 - ◆ Date and time functions
 - ◆ Text functions
 - ◆ Database functions
 - ◆ Power Functions (Countif, Countifs, Sumif, Sumifs)
 - ◆ Lookup and Reference functions
 - ◆ Information functions
 - ◆ Statistical functions
- **Formatting**
 - ◆ Using auto formatting option for worksheets
 - ◆ Using conditional formatting option for rows, columns and cells
 - ◆ Uses of format as table and benefits

- **Macros**
 - ◆ Relative & Absolute Macros
 - ◆ Editing Macro
- **What-If Analysis**
 - ◆ Goal Seek
 - ◆ Data Tables
 - ◆ Scenario Manager
- **Charts**
 - ◆ Using Charts - Column, Line, Pie, Bar etc
 - ◆ Formatting Charts
 - ◆ Using 3D Graphs
 - ◆ Using Bar and Line Chart together
 - ◆ Using Secondary Axis in Graphs
 - ◆ Sharing Charts with PowerPoint / MS Word, Dynamically
 - ◆ (Data Modified in Excel, Chart would automatically get updated)
- **New Features Of Excel**
 - ◆ Sparklines, Inline Charts, data Charts
 - ◆ Overview of all the new features
- **Final Assignment**
 - ◆ The Final Assignment would test contains questions to be solved at the end of the Course