



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

VBA

- **VBA (VISUAL BASIC FOR APPLICATION) & MACROS**
 - ◆ Create a Macro
 - ◆ Swap Values
 - ◆ Run Code from a Module
 - ◆ Macro Recorder
 - ◆ Use RelativeReferences
 - ◆ FormulaR1C1
 - ◆ Add a Macro to the Toolbar
 - ◆ Macro Security
 - ◆ Protect Macro
- **MsgBox**
 - ◆ MsgBox Function
 - ◆ Input Box Function
- **Workbook and Worksheet Object**
 - ◆ Path and Full Name
 - ◆ Close and Open
 - ◆ Loop through Books and Sheets
 - ◆ Sales Calculator
 - ◆ Files in a Directory
 - ◆ Import Sheets
 - ◆ Programming Charts
- **Range Object**
 - ◆ Current Region
 - ◆ Dynamic Range
 - ◆ Resize, Entire Rows and Columns
 - ◆ Offset
 - ◆ From Active Cell to Last Entry
 - ◆ Union and Intersect
 - ◆ Test a Selection
 - ◆ Possible Football Matches
 - ◆ Font,Background Colors
 - ◆ Areas Collection
 - ◆ Compare Ranges
- **Variables**
 - ◆ Option Explicit
 - ◆ Variable Scope
 - ◆ Life of Variables

- ◆ If Then Statement
- ◆ Logical Operators
- ◆ Select Case
- ◆ Tax Rates
- ◆ Mod Operator
- ◆ Prime Number Checker
- ◆ Find Second Highest Value
- ◆ Sum by Color
- ◆ Delete Blank Cells
- **Loop**
 - ◆ Loop through Defined Range
 - ◆ Loop through Entire Column
 - ◆ Do Until Loop
 - ◆ Step Keyword
 - ◆ Create a Pattern
 - ◆ Sort Numbers
 - ◆ Randomly Sort Data
 - ◆ Remove Duplicates
 - ◆ Complex Calculations
 - ◆ Knapsack Problem
- **Procedures and Functions**
 - ◆ Subroutines vs Functions
 - ◆ Calling procedures
 - ◆ Passing arguments (ByVal vs ByRef)
- **Macro Errors**
 - ◆ Debugging
 - ◆ Error Handling
 - ◆ Err Object
 - ◆ Interrupt a Macro
 - ◆ Macro Comments
- **String Manipulation**
 - ◆ Separate Strings
 - ◆ Reverse Strings
 - ◆ Convert to Proper Case
 - ◆ Count Words
 - ◆ Date and Time
 - ◆ Compare Dates and Times
 - ◆ DateDif Function
 - ◆ Weekdays

- ◆ Delay a Macro
- ◆ Year Occurrences
- ◆ Tasks on Schedule
- ◆ Sort Birthdays
- **Events**
 - ◆ Before DoubleClick Event
 - ◆ Highlight Active Cell
 - ◆ Create a Footer Before Printing
 - ◆ Bills and Coins
 - ◆ Rolling Average Table
- **Array**
 - ◆ Dynamic Array
 - ◆ Array Function
 - ◆ Month Names
 - ◆ Size of an Array
- **Function and Sub**
 - ◆ User Defined Function
 - ◆ Custom Average Function
 - ◆ Volatile Functions
 - ◆ ByRef and ByVal
- **Application Object**
 - ◆ Status Bar
 - ◆ Read Data from Text File
 - ◆ Write Data to Text File
- **ActiveX Controls**
 - ◆ Text Box
 - ◆ List Box
 - ◆ Combo Box
 - ◆ Check Box
 - ◆ Option Buttons
 - ◆ Spin Button
 - ◆ Loan Calculator
- **User form**
 - ◆ User form and Ranges
 - ◆ Currency Converter
 - ◆ Progress Indicator
 - ◆ Multiple List Box Selections
 - ◆ Multicolumn Combo Box

- ◆ Dependent Combo Boxes
- ◆ Loop through Controls
- ◆ Controls Collection
- ◆ User form with Multiple Pages
- ◆ Interactive User form

