

Microsoft Excel (advanced)

• Real-Time Working • Detailed Subject • Interview Suitable

- Mr. Bhaskar [5+ Years of IT Experience]
- 30hrs (Normal Track) , Daily 1 hour
- Normal / Fast Track / 1 on 1 / Customized
- Rs. 5,000
- Multiple timings available



INSTITUTE PROVIDES

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COMPONENTS

Introduction to Excel	Filtering and Sorting
Personalizing Excel	What-If Analysis
Functions	Data Validation
Arithmetic Functions	Logical Analysis
Text Functions	Arrays Functions
Proofing and Formatting	Arrays Functions
Protecting Excel- Excel Security	Pivot Tables
Printing Workbooks	Slicers and Charts
Advance Paste Special Techniques	Excel Dashboard
Time and Date Functions	
New in Excel 2013 / 2016 & 365	

Introduction to Excel

- ▶ A description of the interface
- ▶ The menu system
- ▶ The fundamentals of spreadsheets

Personalizing Excel

- ▶ Changing Excel's Default Options Using AutoCorrect and Customizing It
- ▶ Customizing the Ribbon

Functions

- ▶ Using Functions — Sum, Average, Max, Min, Count...
- ▶ Absolute, Mixed, and Relative Referencing

Arithmetic Functions

- ▶ SumIf, SumIfs CountIf, CountIfs Averagelf, Averagelfs

Text Functions

- ▶ Upper, Lower, Proper
- ▶ Left, Mid, Right
- ▶ Trim, Len, Exact
- ▶ Concatenate
- ▶ Find, Substitute

Proofing and Formatting

- ▶ Formatting Cells with Number formats, Font formats, Alignment, Borders, etc
- ▶ Basic conditional formatting

Protecting Excel- Excel Security

- ▶ File Level Protection
- ▶ Workbook, Worksheet Protection

Printing Workbooks

- ▶ Setting Up Print Area
- ▶ Customizing Headers & Footers
- ▶ Designing the structure of a template
- ▶ Print Titles -Repeat Rows / Columns

Advance Paste Special Techniques

- ▶ Paste Formulas, Paste Formats
- ▶ Transpose Tables
- ▶ Paste Validations

Time and Date Functions

- ▶ Today, Now
- ▶ Date, Date if, DateAdd
- ▶ Day, Month, Year
- ▶ Month, Weekday

New in Excel 2013 / 2016 & 365

- ▶ New Charts — Tree map & Waterfall
- ▶ Combo Charts — Secondary Axis
- ▶ Sunburst, Box, and whisker Charts
- ▶ Using Power Map and Power View
- ▶ Adding Slicers Tool in Pivot & Tables
- ▶ Sparklines -Line, Column & Win/ Loss
- ▶ Forecast Sheet
- ▶ Smart Lookup and manage Store
- ▶ New Controls in Pivot Table — Field, Items, and Sets
- ▶ Using 3-D Map
- ▶ Auto complete a data range and list
- ▶ Various Time Lines in Pivot Table
- ▶ Quick Analysis Tool

Filtering and Sorting

- ▶ Filtering on Text, Numbers & Colors
- ▶ Sorting Options
- ▶ Advanced Filters on 15-20 different criteria(s)

Printing Workbooks

- ▶ Setting Up Print Area
- ▶ Print Titles -Repeat Rows / Columns
- ▶ Designing the structure of a template
- ▶ Customizing Headers & Footers

What-If Analysis

- ▶ Goal Seek
- ▶ Data Tables (PMT Function)
- ▶ Solver Tool
- ▶ Scenario Analysis

Data Validation

- ▶ Number, Date & Time Validation
- ▶ Dynamic Dropdown List Creation using Data Validation — Dependency List
- ▶ Custom validations based on a formula for a cell
- ▶ Text and List Validation

Logical Analysis

- ▶ If Function
- ▶ Complex if and or functions
- ▶ Nested If
- ▶ How to Fix Errors — iferror

Arrays Functions

- ▶ What are the Array Formulas, Use of the Array Formulas?
- ▶ Array with if, len, and mid functions formulas.
- ▶ Basic Examples of Arrays (Using ctrl+shifttenter).
- ▶ Advanced Use of formulas with Array.
- ▶ Array with Lookup functions

Lookup Functions

- ▶ Vlookup / Hlookup
- ▶ Vlookup with Helper Columns
- ▶ Creating Smooth User Interface
- ▶ Index and Match
- ▶ Reverse Lookup using Choose Function
- ▶ Nested Vlookup
- ▶ Worksheet linking using Indirect

Pivot Tables

- ▶ Creating Simple Pivot Tables
- ▶ Classic Pivot table
- ▶ Basic and Advanced Value Field Setting
- ▶ Calculated Field & Calculated Items
- ▶ Grouping based on numbers and Dates

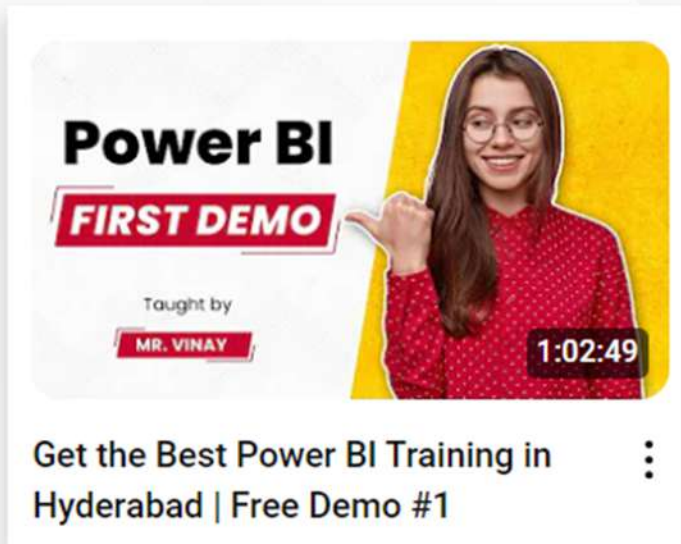
Slicers and Charts

- ▶ Using SLICERS, Filter data with Slicers
- ▶ Various Charts i.e. Bar Charts / Pie Charts / Line Charts
- ▶ Manage Primary and Secondary Axis

Excel Dashboard

- ▶ Planning a Dashboard
- ▶ Adding Dynamic Contents to Dashboard
- ▶ Adding Tables and Charts to Dashboard

A Big Thank you



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