

# Advanced Excel Course Contents (Duration: 16 Hrs.)

## DAY:1

### Module 1: Overview of the Basics

- Explore the User Interface
- Work with the Ribbon & Backstage view
- Work with Contextual Tabs
- Use the Excel Galleries
- Customize the Excel Interface
- Save & Shares files Online
- Embed Worksheet Data in a Web Page
- Share an Excel Worksheet in an online meeting
- Save to a new file format

### Module 2: Working with Cell Reference

- Understanding Cell Reference
- Working with all kind of cell reference(Relative, Absolute & Mixed)
- Understanding Mixed cell reference with some formulas

### Module 3: Sorting and Filtering Data

- Sorting lists
- Sorting data according to color
- Different option of Sort
- Using multiple-level sorting
- Using custom sorting
- Using simple Filter
- Working with top/bottom records

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- Working with date filter
- Using wild card in filter
- Working with text filter
- Limitation of custom filter
- Understanding advance filter
- Copying filter data into different location using
- Using formula & function in filter
- Working with unique records in filter

## Module 4: Working with Styles & Formatting

- Cell Styles
- Creating lists using Table
- Formatting the structure of a list
- Conditional Formatting
- Working with different option of conditional formatting
- Using formula/function in formatting

## Module 5: Working with Pivot tables

- Creating subtotals
- Multiple-level subtotals
- Creating Pivot tables
- Formatting and customizing Pivot tables
- Using advanced options of Pivot tables
- Creating group in Pivot tables
- Pivot charts
- Create a standalone Pivot Chart
- Consolidating data from multiple sheets and files using Pivot tables

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- Using external data sources
- Using data consolidation feature to consolidate data

## Day: 2

### Module 7: Working with Formulas & Functions

- Working with general & advance function(SUM, AVERAGE, MAX,MIN, LARGE & SMALL, SUMIF, SUMIFS, AVERAGEIF, AVERAGEIFS, COUNTIF, COUNTIFS, RANK)
- Writing conditional expressions (using IF)
- Using Nested IF
- Limitations of IF
- Using logical functions (AND, OR, NOT) inside IF
- Using Date & Time function (Datedif, Workday, NETWORKDAYS, WEEKDAY) in IF
- Enter A 3-D Formula Across Worksheets & Enter A 3-D Formula Across Worksheets Using A Function
- Text Functions (LEFT, RIGHT, MID, LOWER, UPPER, PROPER, TEXT, CONCATENATE)
- PMT Function

### Module 8: Working with VLookup & Index and Match

- Finding approximate or exact matches
- Using Match function in Vlookup
- Limitation of Vlookup
- Reverse Vlookup & Nested Vlookup
- Vlookup & Iferror function

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- Joining two Vlookup using Concatenate function
- Working with Index & Match function
- Understanding Hlookup function

## Module 9: Working with Range Names

- Defying a range name
- Defying the scope of a range name
- Modifying/deleting the range name
- Understanding OFFSET function
- Making a range name dynamic using OFFSET function

## Module 10: 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
- Using dynamic range name in validation

## Module 11: Advanced Charting

- Apply a Chart Layout, Chart Style
- Format an Axis
- Change the Axis Scale
- Format the Data Series
- Modifying the Chart Title, Legend & Data Labels
- Creating combination charts
- Use a Secondary Axis
- Change Data Series Chart Types
- Add a Trendline

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- Create, Customize, Remove Sparkline

## Module 12: What-If Analysis

- Using goal seek
- Using data tables
- Using a One Input Datable
- Using a Two Input Datable
- Creating and editing scenarios

## Module 13 Protecting Worksheet Styles, Contents and Elements

- Protect & Unprotect The Worksheet
- Unlock Cells For Editing In A Protected Sheet
- Hide a Cell Formula
- Set a Password To Edit A Specific Range
- Protect And Unprotect The Workbook Structure
- Set a Password To Open A Workbook
- Remove A Password From A Workbook

## New Features in 2016

- Tell me what you want to do? ...
- Search field (PivotTables) ...
- Date Grouping (PivotTables) ...
- PowerPivot
- Sparkline