

Advance Excel SYLLABUS

Advanced Excel Course - Overview of the Basics of Excel

- Customizing common options in Excel
- Absolute and relative cells
- Protecting and un-protecting worksheets and cells

Advanced Excel Course - 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

Advanced Excel Course - 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

Advanced Excel Course - Working with Templates

- Designing the structure of a template
- Using templates for standardization of worksheets

Advanced Excel Course - Sorting and Filtering Data

- Sorting tables
- Using multiple-level sorting
- Using custom sorting
- Filtering data for selected view (AutoFilter)
- Using advanced filter options

Advanced Excel Course - 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)

Advanced Excel Course - More Functions

- Date and time functions
- Text functions
- Database functions
- Power Functions (Countif, CountIFS, SumIF, SumIFS)

Advanced Excel Course - Formatting

- Using auto formatting option for worksheets
- Using conditional formatting option for rows, columns and cells

Advanced Excel Course - WhatIf Analysis

- Goal Seek
- Data Tables
- Scenario Manager


Advanced Excel Course - Charts

- Using Charts
- 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)

Advanced Excel Course - New Features Of Excel

Spark lines, Inline Charts, data Charts

Overview of all the new features


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