



Advance Excel



About Course

Advanced Excel is a comprehensive tutorial that provides a good insight into the latest and advanced features available in Microsoft mExcel 2013. It has plenty of screenshots that explain how to use a particular feature, in a step-by-step manner.

ADVANCE EXCEL

CURRICULUM

1 Overview Of The Basics Of Excel

Customizing common options in Excel

Absolute and relative cells

Protecting and un-protecting worksheets and cells

2 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

3 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

4

Working With Templates

○ Designing the structure of a template

○ Using templates for standardization of worksheets

5

Sorting And Filtering Data

○ Sorting tables

○ Using multiple-level sorting

○ Using custom sorting

○ Filtering data for selected view (AutoFilter)

○ Using advanced filter options

6

Working With Reports

○ Creating subtotals

○ Multiple-level subtotals

7

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



8

More Functions

Date and time functions

Text functions

Database functions

Power Functions (CountIf, CountIFS, SumIf, SumIFS)

9

Formatting

Using auto formatting option for worksheets

Using conditional formatting option for rows, columns and cells

10

WhatIf Analysis

Goal Seek

Data Tables

Scenario Manager

11

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



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