

MGTI



**ADVANCED EXCEL AND VBA
SYLLABUS
TRAINING
IN
BANGALORE**

Advanced Excel (20 Hours)

Excel Basics

- Excel workbook and worksheet structure
- General overview
- Data types
- Formatting
- Designs
- Structure

Advanced Functions:

- V-Lookup
- H-Lookup
- IF
- ISERROR
- Index Match
- Rows
- Columns
- Match
- Offset
- Get Pivot Data
- Date and Time Functions
- Text Functions
- Operators
- Mathematical functions
- Calculation options

Name Manager:

- Define a name to a range
- Use of name manager
- Using formulas in name manager
- Editing name range

Pivots and Pivot Graphs:

- Creating of Pivot Table
- Using Summary function in Pivot Table
- Pivot Table Calculations
- Creating own formulas in Pivots
- Grouping and Ungrouping in Pivot Tables
- Creating Pivot Graph
- Custom Filter on Pivot Table
- Formatting Pivot table (Removing old data, grand total, subtotal ...etc.)

Sorting:

- Rearranging of Data
- Sorting by alphabets, numbers and time

Filtering Data:

- Using Auto filter option
- Custom Filtering with different options
- Advanced Filtering
- Find Unique records using advanced filtering
- Filter using operators AND/OR
- Filter by color

Grouping and Outlining Data

- Group and ungroup rows and columns
- Auto outlining the data
- Freezing and Unfreezing

Data Validation:

- Use Data Validation in Excel
- Using Input Message in Data validation
- Using error message in Data Validation

Removing duplicate records:

- Remove duplicate records in a spread sheet
- Customize to remove the duplicate values

Split Texts:

- Split texts to different columns
- Remove special character from a string and split the string

Conditional Formatting:

- Use of conditional formatting
- Custom formatting

Copy Data:

- Use of format painter
- Use of paste special
- Strike through a value
- Find and Replace

VBA (20 Hours)

What Is Vba?

- Introduction To Another Languages
- Vba: An Event Driven Programming
- Vba: An Object Based Programming
- Advantages And Disadvantages Of Vba
- Objects, Procedures And Properties

Vba Ide

- Opening The Excel Vba Ide
- Menu Bar
- Toolbar
- Project Window
- Code Window
- Immediate Window
- Customizing The Vba

Getting Started With Macro

- Recording The Macro
- Examining The Macro
- Saving Workbooks That Contain Macros

Fundamentals Of Vba Language

- Variable & Constants, Data Types
- Keywords, Arguments
- Procedures: Sub And Function
- Local Vs Global Variable Declaration

- Procedures: Public Or Private, Comments

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Control Flow & Loops Statements

- Relational And Logical Operators
- If....Then, If....Then....Else, If....Then....Elseif....Else
- Select Case (With To And With Is)
- Do While....Loop, Do loop....While, Do Until....Loop
- Do loop....Until
- For....Next, For Each....Next
- While....Wend
- The Exit Statement

Using Vba And Worksheet Functions

- Vb Functions
- Excel Functions
- The Workbooks Collection
- The Sheets Collection
- Activate And Select
- Range Property
- Cells Property
- Offset Property
- Resize Property
- Currentregion Property
- Columns And Rows Properties

Working with Dialog Boxes and Form Objects

- Working With Dialog Boxes And Form Objects
- Using Labels, Using Text Boxes

- Using The Command Button Control

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- Using List Boxes, Combo Boxes, Check Boxes, Radio Buttons, Toggle Buttons
- Using Frames, Message Boxes
- Taking Input Using Input Boxes

Handling Errors

- Types Of Errors In Vba
- Using The On Error Goto Statement
- Using The Resume Statement
- Working With The Err Object

Data Connection from External Data:

- From access
- From SQL
- From Web
- From ODBC

The Application Object

- Globals
- The Active Properties
- Display Alerts
- Screen Updating
- Evaluate
- Statusbar
- Send Keys
- OnTime & On Key