

ADVANCED EXCEL COURSE – OVERVIEW OF THE BASIC OF EXCEL

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

ADVANCED EXCEL COURSE – WORKING WITH FUNCTIONS

- Using basic function (sum, average, max, min, count, counta)
- 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 (Today, Now, Day, Dateif, DateAdd, EOMonth, Weekday)**
- **Text functions**
- **Database functions**
- **Power Functions (CountIf, CountIFS, SumIF, SumIFS, AverageIF, AverageIFS)**

ADVANCED EXCEL COURSE – FORMATTING

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

ADVANCED EXCEL COURSE – PRINTING WORKBOOK

- **Setting up print area**
- **Designing the structure of a template**
- **Print titles: Repeat Row/Columns**

ADVANCED EXCEL COURSE - VBA

- **Recording a macro**

- Procedure & functions in VBA

ADVANCED EXCEL COURSE – VARIABLES IN VBA

- What is variable?
- Using non declared variables
- Variable data types

ADVANCED EXCEL COURSE – MESSAGE BOX AND INPUT BOX FUNCTION

- Using constant variables
- Customizing msgbox & inputbox
- Introduction to VBA groups in VBA

ADVANCED EXCEL COURSE – IF & SELECT STATEMENTS

- Elseif statement
- Defining select case statement

ADVANCED EXCEL COURSE – LOOPING IN VBA

- Exiting from a loop
- Advanced loop examples

ADVANCED EXCEL COURSE – MAIL FUNCTIONS - VBA

- Using outlook namespace
- Send automated mails
- Outlook configurations, MAPI

ADVANCED EXCEL COURSE – WORKSHEET/WORKBOOK OPERATIONS

- Merge worksheets into Macro
- Merge multiple excel files into one sheet
- Split worksheet using VBA filters
- Worksheet copiers

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)**

ADVANCE EXCEL COURSE – NEW FEATURES OF EXCEL

- **spark lines, Inline Charts, data Charts**
- **Overview of all the new features**

ADVANCED EXCEL COURSE – FINAL ASSIGNMENT

- **The Final Assignment would test contains questions to be solved at the end of the Course.**

◆ **THANK YOU** ◆