

Advanced Excel Course description

[30 Hours]

What is this course about?

Microsoft® Excel 2013 Advance certification enables the professionals to gain proficiency in handling basic and advanced formulas and tools. This certification training helps the users to enhance their understanding of the basic tools for organizing, visualizing, calculating and managing data in MS Excel 2013. It is ideal for those who are looking to improve their job prospects and enhance their skill by adopting Excel 2013 fundamental skills and knowledge.

Key Features:

- ✓ 100% Practical Oriented Training
- ✓ Real-time Scenarios
- ✓ Placement Assistance
- ✓ Life-time Assistance
- ✓ Full-time Trainers

Course Content

1.Introduction to Excel

Structure of Excel Application
Different Excel Versions (Differences)
Reference Concept (working with different sheets ,workbooks & Closed workbook)
Define Name
Short Keys
Formatting (Applying Borders, Colors and Font styles)
Conversion of Formats
Merging and Wrapping the text
Conditional Formatting
Format as Table
Inserting and deletion of Rows, Columns and Sheets
Row height and Column width
Formulae based Conditional Formatting

2.Date & Time and Logical Functions

DATEDIF, DATE, TODAY, NOW, WEEKDAY, DAY , MONTH, YEAR, YEARFRAC, NETWORKDAYS, NETWORKDAYS.INTL,WORKDAY,WORKDAY.INTL, MINUTE, HOUR, SECOND, WEEKNUM, EDATE and EOMONTH.
IF, AND, OR, NOT, TRUE, FALSE, IFERROR and Nested Functions.
Activities based on the above functions

3.Text, Arithmetical Functions

UPPER, LOWER, PROPER, LEN, LEFT, RIGHT, MID, FIND, TRIM, CLEAN, CHAR, CODE, CONCATENATE, SUBSTITUTE, EXACT, REPT, REPLACE, SEARCH, VALUE and TEXT.
ABS, ROUND, SUM, SUMIF, SUMIFS, SUMPRODUCT, SUBTOTAL , MOD and RANDBETWEEN
Activities based on the above functions

4.Lookup and References

VLOOKUP, HLOOKUP, INDEX, MATCH, OFFSET, CHOOSE and INDIRECT.
VLOOKUP with MATCH, IFERROR, WILDCARD and CHOOSE.
Combination of Formulas
Array Formulas
VLOOKUP and COLUMN
VLOOKUP with IF and VLOOKUP with AND
Activities based on Form Controls.

5. Statistical and Information Function

AVERAGE, AVERAGEIF, AVERAGEIFS, COUNT, COUNTA, COUNTBLANK, COUNTIF, COUNTIFS, LARGE, SMALL, MAX, MIN, RANK, ROWS, ROW, COLUMN and COLUMNS
Array Formulas
ISBLANK, ISERROR, ISNUMBER, ISTEXT , ISEVEN , ISODD and ISNA
VLOOKUP with IF and VLOOKUP with AND
Activities based on the above functions

6. Tables, Illustrations and charts

Hide and Unhide of Rows, Columns and Sheet
Protecting sheet and Workbook
Move or Copy, Rename sheet and Tab Color
Filling series of Numbers and Dates
Sorting and Filtering
Pivot Tables
Usage of Formulas in Pivot Tables
Inserting pictures, Clip art, Text box, Shapes and Smart Art
Usage of Charts (Column, Pie, Bar, Line)
Usage of Dynamic ranges in Charts

7. Proofing, Comments and Changes

Inserting Hyperlinks
Linking sheets, Cells, Workbook, Range and Mail
Header-Footer, Word Art and Signature Line
Inserting Objects
Protect Sheet
Protect Workbook
Hiding Formulas
Sharing Workbook
Track Changes (Highlight, Accept and Reject Changes)
Inserting and Editing Comments

8. Page setup, Scale to fit and Arrange

Inserting Comments and Spell check
Freeze Panes (Rows and Columns)
Save workspace, Switch windows and Split window
Arranging the window (Vertically and Horizontally)
Page Layout, Gridlines and Formula bar
Paper margins, Gridlines and Paper size
Page breaks, Applying background and Print titles
Row repeat at top and Print preview

9. Connections and Data Tools

Data Importing (From Access, Web and Text)
Other Sources (SQL server and XML)
Advance Sorting and Filtering
Text to Columns
Removing Duplicates
Data Validation
List box, Formula based restrictions
Customization of error alert and Input box
Types of Alerts (Stop, Warning and information)
Highlighting the Invalid data

10. Data Tools and Outline

Data Consolidation
Goal Seek
Data Table
Group and Ungroup
Adding subtotals to the list
Defining name to the range
Name manger editing
Trace precedents/Trace Dependents
Evaluate Formulas

11. Activities

INDEX and MATCH
Dynamic Pivot ranges
Creation of Dynamic ranges
Comparison of charts using OFFSET function
Dynamic charts using OFFSET and Scroll bar

12. Activities

SUM and CHOOSE
Sorting the data using formula
Multiple VLOOKUP
Multiple INDEX
Leave Tracker using conditional formatting
Using formula in conditional formatting to highlight second repeated value

13. Activities

Activities based on Real Time Scenarios
Summarizing Of Excel