

Advanced Excel

Session 1: Introduction to MS Excel

1. Introduction to MS Excel, Quick Review on MS Excel Options, Ribbon, Worksheets and Toolbar.
2. Difference Between Excel 2003,2007,2010 and 2013
3. Saving Excel File as CSV, Macro Enable Sheet, PDF and Older Versions.
4. Using Excel Shortcuts, Copy, Cut, Past, Hide, Unhide and Link the data in rows, columns and sheets, Using paste special options.
5. Formatting Cells, Rows, Columns and Sheets.
6. Protecting & Unprotecting cells, rows, columns and sheets with or without password.
7. Page Layout, Themes, Background and Printer Properties.
8. Inserting Pictures, Hyperlinks, Header/Footers, Shapes and other objects in worksheet.

Session 2: Working with Formulas/Functions

1. **Lookup and Reference Functions:** VLOOKU, HLOOKUP, INDEX, ADDRESS, MATCH, OFFSET, TRANSPOSE etc.
2. **Logical Functions:** IF/ELSE, AND, OR, NOT, TRUE, NESTED IF/ELSE etc.
3. **Database Functions:** DGET, DMAX, DMIN, DPRODUCT, DSTDEVP, DSUM, DVAR, DVARP etc.
4. **Date and Time Function:** DATE, DATEVALUE, DAY, DAY360, SECOND, MINUTES, HOURS, NOW, TODAY, MONTH, YEAR, YEARFRAC, TIME, WEEKDAY, WORKDAY etc.
5. **Information Functions:** CELL, ERROR.TYPE, INFO, ISBLANK, ISERR, ISERROR, ISEVEN, ISLOGICAL, ISNA, ISNONTEXT, ISNUMBER, ISREF, ISTEXT, TYPE etc.
6. **Math and Trigonometry Functions:** RAND, ROUND, CEILING, FLOOR, INT, LCM, MOD, EVEN, SUMIF, SUMIFS etc.
7. **Statistical Functions:** AVEDEV, AVERAGE, AVERAGEA, AVERAGEIF, COUNT, COUNTA, COUNTBLANK, COUNTIF, FORECAST, MAX, MAXA, MIN, MINA, STDEVA, etc.
8. **Text Functions:** LEFT, RIGHT, TEXT, TRIM, MID, LOWER, UPPER, PROPER, REPLACE, REPT, FIND, SEARCH, SUBSTITUTE, TRIM, TRUNC, CONVERT, CONCATENATE, DOLLAR etc.

Session 3: Conditional Formatting

1. Using Conditional Formatting.
2. Using Conditional Formatting with Multiple Cell Rules.
3. Using Color scales and Icon sets in conditional formatting.
4. Creating new rules and managing Existing rules.

Session 4: Data Sorting and Filtering

1. Sorting Data by values, colors etc.
2. Using Filters to Sort Data.
3. Advance Filtering options.

Session 5: Pivot Tables and Chart

1. Creating Pivot Tables.

2. Using Pivot table options, Changing and Updating Data Range.
3. Formatting Pivot Table and Making Dynamic Pivot Tables.
4. Creating Pivot Charts.
5. Types of Pivot Charts and Their Usage.
6. Formatting Pivot Charts and Making Dynamic Pivot Charts.