

## Microsoft EXCEL

### **Course Duration: 16 Hrs**

### **Course Overview**

This Basic and Advanced Excel course provides an in-depth understanding of Excel's fundamental and advanced functionalities. The course is designed to enhance productivity by covering essential topics such as formulas, data manipulation, automation, and data analysis. Participants will learn how to apply Excel's powerful features to improve workflow efficiency, perform data analysis, and create dynamic reports. The course will also include practical, hands-on exercises to ensure proficiency in real-world scenarios.

### **What you'll learn?**

- Customizing Excel settings and working efficiently with spreadsheets
- Understanding and applying essential and advanced Excel functions
- Using data validation, conditional formatting, and sorting/filtering techniques
- Creating and managing PivotTables, PivotCharts, and slicers for reporting
- Automating repetitive tasks using Macros
- Performing advanced data analysis with What-If Analysis tools
- Creating and formatting professional-looking charts and graphs

### **Target Audience**

- Beginners who want to build a strong foundation in Excel
- Data analysts, accountants, finance professionals, and business managers
- Professionals looking to improve their Excel efficiency for data analysis and reporting
- Students and individuals preparing for jobs requiring Excel proficiency

## Pre-Requisites

- Basic knowledge of using a computer and spreadsheets,
- No prior experience in Excel is required for the **Basic Excel** section
- Some familiarity with Excel formulas is helpful for the **Advanced Excel** section

## Course content

### 1. (Basic and Advanced Excel Course - Overview of the Basics of Excel)

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

### 2. Advanced Excel Course - Working with Functions

- Writing conditional expressions (using IF)
- Using logical functions (AND, OR, NOT)
- Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)
- Using advance if function on multiple sheets
- 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: 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
- 1 advanced excel course - working with templates
- Designing the structure of a template
- Using templates for standardization of worksheets

### **4: 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

### **5: 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)

## 6: More Functions

- Date and time functions
- Text functions
- Database functions(dcount,dsum,dget)
- Power Functions (Count If, CountIFS, SumIF, SumIFS)

## 7: Data Formatting

- Using auto formatting option for worksheets
- Using conditional formatting option for rows, columns and cells
- Use advance formatting options using new rules.

## 8: Macros

- Relative & Absolute Macros
- Editing Macro's

## 9: What If Analysis

- Goal Seek
- Data Tables
- Scenario Manager

## 10: 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)
- Pivot Charts

## 11: Advanced Excel Course - New Features of Excel

- Sparkline's, Inline Charts, data Charts
- Overview of all the new features

