

ADVANCE EXCEL

Introduction to spread sheet Application:

- Interface of excel Application
- Workbook
- Worksheet
- Row, Column cell.

Fill Series:

- Linear
- Growth
- Auto fill
- Gate
- Custom list

Naming range:

- Create
- Edit
- Delete
- Use in Formula
- Name Manager

Goal Seek

- Part of What if Analysis

Data Management Using Excel 2010:

Sorting:

- Rearranging of Data
- Sorting By Alphabets, Numbers, Time, and Color

Filtering Data:

- Using auto filter Option
- Custom Filtering Based on criteria
- Find the Unique Records using Advance Filtering

Data Subtotaling:

- Criteria behind subtotaling
- How to calculate Subtotaling

Grouping and Outlining Data

- Auto Outlining of Database
- Manual Grouping and Outlining

Data Validation:

- Data validation
- Validating a Database with different kinds of validation
- Validating a formula
- Using input Message in Data Validation
- Using Error Message in Data Validation

Data Consolidation:

- Combining different spread sheets using data consolidation
- Using summary function in data consolidation

- Creating link to the source data

Formulas Auditing:

- Trace Precedents
- Trace Dependents
- Show Formulas
- Evaluate formulas

Formatting and conditional formatting:

- Formatting and auto formatting
- Custom formatting
- Conditional formatting using normal values and formulas

Lookup functions:

- V-Lookup
- H-Lookup

Mathematical functions:

- Sum
- Sum product
- Round function
- Round up
- Round down
- Int, SQRT, Power, Roman
- Fact, Fact double

Statistical functions:

- Average, Average If.
- Count, Counta, Count Blank, Count If
- Max, Min, Large, Small, Rank. Median, Rode

Text function:

- All 24 Text function , (Upper, Lower, Proper, Left, Right Mid, Concentrate, Trim, Text, T, Exact, Rept, Fund, Search, Replace, Substitute).

Database Function:

- Using All D-Functions Like D-Average, D-Sum, D-Product, D-Max.
- D-Min, D-Count, D-Count A, D-Std, D-Var

Data & Time functions:

- Calculating The Age using date functions (Dated if with various arguments)
- Network days, Intl
- Weekdays, Weeknum, Day, Month, Year
- Days 360
- E-Date
- Finding today's Date
- Work Day Workday.Intl.
- EO Month
- Date
- Time
- Dated If (Day,Month,Year)

Getting External Data:

- From text

Financial Functions:

- FV, PV, RATE, NPER, PMT,PPMT,IPMT,SLN, DB, DDB, VBD, SYD,CUMPPMT,CUMIPMT

Information:

- From Information Category Using Function Such as Cell,Error,Type,Info

- Isblank, Iserr, Iserror, Islogical, Iseven , Isodd, ISNA Functions

General Fuctions:

- Converting Text Data into Columns.
- Freezing and Unfreezing the Database.

Macros Basics:

- Recording And Running of Macros
- Introduction to VBA (Developer Tab)

Referencing:

- Relative
- Absolute

Creating Sparkline Graphics:

- Line
- Column
- Win Loss

Security of Workbook & Worksheet:

- Workbook Protection
- Worksheet Protection
- Partial Protection of Worksheet

Pivot Tables:

- Creation of Pivot Table.
- Calculated Field in Pivot Table
- Comparative Analysis in Pivot Table
- Using grouping and ungrouping in pivot tables
- Pivot chart
- Difference between Regular and Pivot Chart

- Publishing a Pivot Table.

Time Savings Tips & Tricks

SDT Computer Education