

Advance Excel

SYLLABUS

COVERAGE

- Introduction of Excel 2019/Office 365.
- Auto list and Custom list.
- Paste Special.
- Understanding Reference (Relative, Absolute and Mixed Reference).
- Various Functions and Formulas.
- Common Basic functions.
- Text Functions.
- Date and Time formulas.
- Logical formulas.
- Conditional Functions
- Look up Functions.
- Mathematical formulas.
- IS Functions in Excel
- Sorting Techniques (Basic and Advance).
- Filtering Techniques (Basic and Advance).
- Data Validation Tools.
- Pivot Table and Power Pivot.
- Flash Fill and Comments.
- Charts (Basic and Advance).
- Different types of Error.
- Advance Printing Techniques.
- Understanding Sparklines (Line, Column, Win/Loss)
- VBA (Introduction of Macros and Recording)
- Shortcut Keys of Excel 2016/2019.
- Tips and Tricks of MS Excel

SYLLABUS INDETAILS

- Introduction of Excel 2019/Office 365.
- Insert,Edit and Format Cells
- Auto List and Custom List.
- Paste Special.
- Understanding References/ Uses of \$ sign in Excel
 - Relative Cell Reference
 - Absolute Cell Reference
 - Mixed Cell Reference.
- Various Functions and Formulas.
 - Common Basic functions.
 1. Sum
 2. Minimum
 3. Maximum
 4. Average
 5. Count
 6. Count A
 7. Count Blank
 8. RandBetween
 9. Remove Duplicate
 10. Char and RandBetween
 - Text Functions.
 1. Concatenate
 2. Concat
 3. Ampersand
 4. Text Join
 5. Repeat
 6. Trim
 7. Text
 8. Length
 9. Substitute
 10. Upper
 11. Lower
 12. Proper
 - Date and Time formulas.
 1. Today
 2. Now
 3. Day
 4. Month
 5. Year
 6. Add/Subtract Date

7. Add/Subtract Month

8. Add/Subtract Year

9. Eomonth

10. Hour/Minute/Second

11. Day vs Days

12. Custom Format

➤ Logical formulas.

1. IF

3. OR

2. AND

4. NOT

➤ Conditional Functions

1. Nested IF

5. CountIFS

2. Sum IF

6. Average IF

3. Sum IFS

7. AverageIFS

4. Count IF

8. IFERROR

➤ Look up Functions.

1. VLOOKUP

4. INDEX

2. HLOOKUP

5. OFFSET

3. MATCH

➤ Mathematical formulas.

1. Roundup

2. Round down

3. Round

➤ ISFORMULA

1. ISBLANK

6. ISEVEN

2. ISERROR

7. ISTEXT

3. ISNA

8. ISERR

4. ISNUMBER

9. ISFORMULA

5. ISODD

10. ISREF

➤ Sorting Techniques (Basic and Advance).

➤ Filtering Techniques (Basic and Advance).

- **Data Validation Tools.**
- **Pivot Table and Power Pivot.**
- **Flash Fill and Comments.**
- **Types of Charts (Basic and Advance).**
- **Different types of Error.**
- **Advance Printing Techniques.**
- **Understanding Sparklines**
 1. **Line**
 2. **Column**
 3. **Win/Loss)**
- **VBA (Introduction of Macros and Recording)**
- 4. **Shortcut Keys of Excel 2016/2019.**
- 5. **Tips and Tricks of MS Excel**

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