

MATRIX COMPUTERS

Advance Excel



Director
Mr. Kamal Bhatia
94142-44351

Mansarovar Branch:-

10/564, Kaveri Path, Opp
Kaveri Apartment New K.L.
Stadium Mansarovar, Jaipur-20

94149-30104, 94147-52750

www.matrixcomputers.in
matrixcomputers.in@gmail.com

Pratap Nagar Branch:-

83/141, Haldighati Marg,
Opp. Duckling School,
Near Jaipur GYM, Pratap
Nagar, Jaipur-33

ADVANCE EXCEL

Prerequisites: Basic Knowledge of Office Automation.

Fees: ₹ 2000/-

Duration: 15 hours

☒ Advance Excel

- * Introduction to M.S. Excel 2016
- * Excel Worksheet & Workbooks
- * Entering & Editing worksheet data
- * Cell range operations
- * Introducing Formulas & Functions
- * Creating Formulas
- * Use Format cells
- * Data Sorting/ Custom Sorting in multiple columns
- * Data Filter/ Advance Filter
- * Insert/ Delete Row, Column, Sheet, Cells
- * Hide/Unhide Row, Column, Sheet, Cells
- * Protect sheet & Formulas
- * Apply Custom and prebuilt conditional formatting
- * Using Number/alpha/date series
- * Flash Fill Series
- * Text to columns
- * Whatif analysis
- * Use Goal Seek
- * Data table using PMT Function
- * Data validation
- * Create and use data validation rules
- * Create and manage scenarios
- * Remove duplicate data
- * Use Outlining in Excel
- * Totals and Subtotals Total
- * Working with Functions
- * Working with Text e.g. upper, lower, proper, trim, concatenate, replace, left/right Functions etc.
- * Working with Mathematical Function e.g., Mod, Quotation, Sqrt, power, round function, small, large, median functions etc.
- * Logical Function such as IF, And , OR, Array etc.
- * Working with Banking Function Such as PMT, FV, PV, RATE, IRR Etc.
- * Working with lookup, Vlookup, Hlookup, Index functions.

Branch I: 10/564 Kaveri Path, Mansarovar, Jaipur 20.

Branch II: 83/141, Haldi Ghati Marg, Pratap Nagar, Jaipur 33

- * Create & use macros
- * Create Macros Buttons in Upper, Lower functions.
- * Introduction to Chart
- * Create a simple Graph/Chart
- * Create a pivot table & Pivot Chart
- * Practical Assignment & Practical Notes

MATRIX