

# Complete Analytics Training Institute

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## *Advanced Excel Syllabus*

*Duration: 18 Hrs*

### **GETTING STARTED WITH EXCEL**

- A overview of the screen, navigation and basic spreadsheet concepts
- Understanding workbooks, worksheets, rows, columns, cells
- Various selection techniques
- Explore the User Interface and the Ribbon
- Navigate and Select in Excel
- Obtain Help

### **MODIFYING A WORKSHEET**

- Move and Copy Data Between Cells
- Fill Cells with Series of Data
- Edit Cell Data
- Insert and Delete Cells, Columns, and Rows
- Go To Cell Data
- Inserting, Deleting, Moving and Copying Sheets
- Spell Check a Worksheet
- Transposing data
- Importing text and delimiting by space, comma or tab
- What does naming a cell range mean?
- Rules for naming cells and ranges
- Naming cell range(s) in a worksheet
- Named ranges within formulas
- Navigating through workbooks using named ranges
- Creating named ranges automatically based on cell values
- Deleting named cells/ranges

### **CREATING AND EDITING FORMULA**

- Concept of Formula
- Creating Formula, Editing Formula
- Bodmas : Mathematical Order :
- AutoSum
- Copying Formula

### **CREATING CHARTS**

- Chart basics
- Modifying charts
- Change the Chart Type

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## **ADVANCED CHARTS**

- Gantt Chart
- Parota Chart

## **DATA MANAGEMENT**

- Organizing Data:
- Sorting and Filtering:
- Data subtotaling:

## **FUNCTIONS**

- Advanced Functions:  
Logical function- **If Functions, Or & and functions**  
Statistical / Mathematical Functions  
**SUM, SUMIF, SUMIFS, COUNT, COUNTA, COUNTIF, AVERAGE, AVERAGEIF, MIN, MAX**
- Date/Time Functions  
**TODAY, NOW, DATE, WORKDAYS, WEEKNUMBER, EDAY, DATEDIF/ NETWORKDAYS/ EOMONTH Function**
- Text Functions  
**MID/ SEARCH/ LEFT/ RIGHT/TRIM/ CLEAN/ UPPER/ LOWER/PROPER**
- Lookup functions  
**Vlookup**  
**Hlookup**  
**Index**  
**Lookup**  
**Match**  
**Combination of lookup functions**
- Creating subtotals
- Removing subtotals

## **ADVANCED DATA ANALYSIS**

- Pivot tables and Report
- Pivot Chart
- Goal seek
- Solver function
- Scenario
- Data Analysis
- Data validation
- Formatting and conditional Formatting

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## ***STATISTICAL DATA ANALYSIS***

Descriptive Statistics

TTEST

ZTEST

Regression

Correlation

ANOVA

## ***HYPERLINKS***

- Inserting a Hyperlink.
- Editing a Hyperlink
- Removing a Hyperlink

## ***Macros***

- Creating Macro
- Editing Macros