**ADVANCED EXCEL**

**Lesson 1: Creating Advanced Formulas**

Apply Range Names

Use Statistical functions like SUMIF, COUNTIF, SUMIFS, COUNTIFS, LARGE, SMALL

Use Text functions like CONCATENATE, UPPER, LOWER, PROPER, FIND, REPLACE, RIGHT, LEFT, MID, TRIM

Use date functions like NOW, TODAY, YEAR, MONTH, DAY, DATE, NETWORKDAYS, WORKDAYS, DATEDIF

**Lesson 2: Analyzing Data with Logical and Lookup Functions**

Use Logical and Lookup Functions like IF, AND, OR, NOT, NESTED IF

VLOOKUP, HLOOKUP

**Lesson 3: Organizing Worksheet Data with Tables**

Create and Modify Tables

Sort and Filter Data

Advanced Filter

**Lesson 4: Visualizing Data with Charts**

Create Charts

Modify and Format Charts

**Lesson 5: Analyzing Data with PivotTables, Slicers, and PivotCharts**

Create a PivotTable

Filter Data Using Slicers

Analyze Data Using PivotCharts

**Lesson 6: Enhancing Workbooks**

Protect Files and range of data

**Lesson 7: Automating Worksheet Functionality**

Create and Edit a Macro

Apply Conditional Formatting

Add Data Validation Criteria

**Lesson 8: Analyzing Data**

Create Sparklines

Perform a What-If Analysis using Goal Seek, Scenarios, Data Table

**Lesson 9: Working with Multiple Workbooks**

Create a Workspace

Consolidate Data

Link Cells In Different Workbooks

Merge Workbooks

**Lesson 10: Exporting Excel Data**

Export Excel Data

Import a Delimited Text File

**EXCEL VBA CONTENT**

**Lesson 1: Developing Macros**

Create a Macro Using the Macro Recorder

Edit a Macro

**Lesson 2: Introduction to Excel VBA**

Working with Variables in Excel VBA

Using Message box and Input box in Excel VBA

Data Variables

**Lesson 3: Loops and Statements**

Using If….Then….Else in Excel VBA

For……Next Loop

Do……Loop

 Select Case.........End Select

**Lesson 4: Excel VBA Objects - An Introduction**

Excel VBA Objects –The Workbook Object

Excel VBA Objects –The Worksheet Object

Excel VBA Objects –The Range Object

**Lesson 5: Working with Excel VBA Controls**

**Lesson 6: VBA Procedures –Functions**

 String Handling Functions

Date and Time Functions

**Lesson 7: VBA Procedures -Sub Procedures**

**Lesson 8: Sample Excel VBA Programs**

Formatting Worksheets Using Macros

Insert Text

Format Text

Sort Data

Duplicate Data

Generate a Report

**Lesson 9: Creating an Interactive Worksheet**

Determine the Dialog Box Type

Capture User Input

**Lesson 10: Working with Multiple Worksheets**

Insert, Copy, and Delete Worksheets

Rename Worksheets

Modify the Order of Worksheets

Print Worksheets

**Lesson 11: Performing Calculations**

Create User-Defined Functions

Automate SUM Function