



Advance Excel

Description:

Learn advanced data visualisation and dashboard design techniques. This course will teach students how to use pivot tables, audit and evaluate worksheet data, apply data tools, collaborate with others, and create and manage macros.

Start Date:

Doubt Clear Time:

Course Time:

Features:

Quizzes

Assignments

Hands-on practical's

Downloadable resources

Completion certificate

What we learn:

- # Excel Interface
- # Data analysis
- # Formulas in Excel
- # Excel Worksheet

Requirements:

- # Minimum system requirement: Intel Core i3 processor and 4GB RAM or higher
- # A system with a decent internet connection
- # Your dedication
- # Interest to learn

Instructor:

Name:

MD Imran

Description:

Working as Data Scientist with experience in solving real world business problems across different domains.

>Microsoft excel fundamentals:

- >>Launching excel
- >>Microsoft excel startup screen
- >>Introduction to the excel interface
- >>Customizing the excel quick access toolbar
- >>More on the excel interface
- >>Understanding the structure of an excel workbook

>>Saving an excel document

>>Opening an existing excel document

>>Common excel shortcut keys

>Entering and editing text and formulas:

>>Entering text to create spreadsheet titles

>>Working with numeric data in excel

>>Entering date values in excel

>>Working with cell references

>>Creating basic formulas in excel

>>Relative vs absolute cell references in formulas

>>Understanding the order of operation

>Working with basic excel functions:

>>The structure of an excel function

>>Working with the SUM() function

>>Working with the MIN() and MAX() functions

>>Working with the AVERAGE() function

>>Working with the COUNT() function

>>Adjacent cells error in excel calculations

>>Using the AutoSum command

>>Excel's AutoSum shortcut key

>>Using the AutoFill command to copy formulas

>Modifying an excel worksheet:

>>Moving and copying data in an excel worksheet

>>Inserting and deleting rows and columns

>>Changing the width and height of cells

>>Hiding and unhiding excel rows and columns

>>Renaming an excel worksheet

>>Deleting an excel worksheet

>>Moving and copying an excel worksheet

>Formatting data in an excel worksheet:

>>Working with font formatting commands

>>Changing the background color of a Cell

>>Adding borders to cells

>>Excel cell borders continued

>>Formatting data as currency values

>>Formatting percentages

>>Using excel's format painter

>>Creating styles to format data

>>Merging and centering cells

>>Using conditional formatting

>>Editing excel conditional formatting