Advance Excel Training Syllabus

This Advanced Microsoft Excel Course Syllabus is designed by Industry Experts. Our Advanced Excel Course Syllabus covers in-depth knowledge of pivot tables, audit and analyze worksheet data,VBA Macro, utilize data tools, collaborate with others, and create and manage macros with live Projects.

This advanced Excel course syllabus is designed for the intermediate Excel user who desires to learn more advanced skills. Learn the most advanced formulas, functions, charts and types of financial analysis to be an Excel power user.

Excel Introduction

- An overview of the screen, navigation and basic spreadsheet concepts
- Various selection techniques
- Shortcut Keys

Customizing Excel

- Customizing the Ribbon
- Using and Customizing AutoCorrect
- Changing Excel's Default Options

Using Basic Functions

- Using Functions – Sum, Average, Max,Min, Count, Counta
- Absolute, Mixed and Relative Referencing

Advance ExcelTraining in Chennai: https://www.besanttechnologies.com/training-courses/microsoft-training/microsoft-excel-training

Formatting and Proofing

- Currency Format
- Format Painter
- Formatting Dates
- Custom and Special Formats
- Formatting Cells with Number formats, Font formats, Alignment, Borders, etc
- Basic conditional formatting

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Mathematical Functions

- SumIf, SumIfs CountIf, CountIfs AverageIf, AverageIfs, Nested IF, IFERROR Statement, AND, OR, NOT

Protecting Excel

- File Level Protection
- Workbook, Worksheet Protection

Text Functions

- Upper, Lower, Proper
- Left, Mid, Right
- Trim, Len, Exact
- Concatenate
- Find, Substitute

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Date and Time Functions

- Today, Now
- Day, Month, Year
- Date, Date if, DateAdd
- EOMonth, Weekday

Advanced Paste Special Techniques

- Paste Formulas, Paste Formats
- Paste Validations
- Transpose Tables

New in Excel 2013 / 2016 & 365

- New Charts – Tree map & Waterfall
- Sunburst, Box and whisker Charts
- Combo Charts – Secondary Axis
- Adding Slicers Tool in Pivot & Tables
- Using Power Map and Power View
- Forecast Sheet

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- Sparklines -Line, Column & Win/ Loss
- Using 3-D Map
- New Controls in Pivot Table – Field, Items and Sets
- Various Time Lines in Pivot Table
- Auto complete a data range and list
- Quick Analysis Tool
- Smart Lookup and manage Store

Sorting and Filtering

- Filtering on Text, Numbers & Colors
- Sorting Options
- Advanced Filters on 15-20 different criteria(s)

Printing Workbooks

- Setting Up Print Area
- Customizing Headers & Footers
- Designing the structure of a template
- Print Titles –Repeat Rows / Columns

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Advance Excel

What If Analysis

- Goal Seek
- Scenario Analysis
- Data Tables (PMT Function)
- Solver Tool

Logical Functions

- If Function
- How to Fix Errors – if error
- Nested If
- Complex if and or functions

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Data Validation

- Number, Date & Time Validation
- Text and List Validation
- Custom validations based on formula for a cell
- Dynamic Dropdown List Creation using Data Validation – Dependency List

Lookup Functions

- Vlookup / HLookup
- Index and Match
- Creating Smooth User Interface Using Lookup
- Nested VLookup
- Reverse Lookup using Choose Function
- Worksheet linking using Indirect
- Vlookup with Helper Column

Pivot Tables

- Creating Simple Pivot Tables
- Basic and Advanced Value Field Setting
- Classic Pivot table
- Choosing Field
- Filtering PivotTables
- Modifying PivotTable Data
- Grouping based on numbers and Dates
- Calculated Field & Calculated Items
- Arrays Functions
- What are the Array Formulas, Use of the Array Formulas?
- Basic Examples of Arrays (Using ctrl+shift+enter).
- Array with if, len and mid functions formulas.
- Array with Lookup functions.
- Advanced Use of formulas with Array.

Charts and slicers

- Various Charts i.e. Bar Charts / Pie Charts / Line Charts
- Using SLICERS, Filter data with Slicers
- Manage Primary and Secondary Axis

Excel Dashboard

- Planning a Dashboard

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- Adding Tables and Charts to Dashboard
- Adding Dynamic Contents to Dashboard

VBA Macro

Introduction to VBA

- What Is VBA?
- What Can You Do with VBA?
- Recording a Macro
- Procedure and functions in VBA

Variables in VBA

- What is Variables?
- Using Non-Declared Variables
- Variable Data Types
- Using Const variables

Message Box and Input box Functions

- Customizing Msgboxes and Inputbox
- Reading Cell Values into Messages
- Various Button Groups in VBA

If and select statements

- Simple If Statements
- The Elseif Statements
- Defining select case statements

Looping in VBA

- Introduction to Loops and its Types
- The Basic Do and For Loop
- Exiting from a Loop
- Advanced Loop Examples

Mail Functions – VBA

- Using Outlook Namespace
- Send automated mail
- Outlook Configurations, MAPI
- Worksheet / Workbook Operations

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- Merge Worksheets using Macro
- Merge multiple excel files into one sheet
- Split worksheets using VBA filters
- Worksheet copiers

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