

# Advanced Excel



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## **Module 01 - Understand Excel**

### **Introduction to Excel**

- What is Excel & its complete history
- Basic terminology of Excel
- Spreadsheet environment & Object Model of Excel
- Different versions of Excel (97-2003, 2007, 2010, 2013 & 2016) and what's new in each version of it
- Different file formats - .xls, .xlsx, .xlsm, .xlsb, .xlam, .csv...etc., and when to use which format of Excel
- Excel user interface and customization of Quick Access Toolbar

## **Module 02 - Basic Excel**

### **Clipboard Group**

- Cut
- Copy
- Copy as Picture
- Different Types of Paste Special Options
- Paste vs Paste Special
- Format Painter

### **Font Group**

- Font Style
- Font Size
- Border Styles
- Cell Colors
- Font Colors



## **Alignment Group**

- Cell Alignment
- Orientation
- Indent Level
- Wrap Text
- Merge/Unmerge

## **Data Types in Excel**

### **Number Group**

- General
- Number
- Currency
- Accounting
- Short Date
- Long Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Custom number formatting
- How to use your own formatting
- Advanced techniques in Number formatting
- How to change default number settings
- Comma Style
- Increase/Decrease Decimals



## **Conditional Formatting**

- What is Conditional Formatting
- How to change existing formatting
- How to delete existing formatting
- Highlight cells Rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Icon Sets
- Writing Complex Conditional
- Formatting rules using formulas

Project1: 23 Interview tasks using conditional formatting

## **Format as Table (FT)**

- What is FT
- Differences between Normal Table And Format as Table
- Advantages of FT
- How to create Dynamic Pivot
- Tables & Charts using FT
- How to create effective formulas using Format as Table
- Convert FT to Normal Range
- Create our own Table style

## **Cell Styles**



## **Cells**

- Insert Cells/Rows/Columns/Sheets
- Delete Cells/Rows/Columns/Sheets
- Hide Rows/Columns/Sheets
- Unhide Rows/Columns/Sheets
- Row Height/Column width
- Rename Sheet
- Change Sheet Tab Color
- Move/Copy Sheet

## **Fill Options**

- Copy Down
- Copy Right
- Copy Up
- Copy Left
- Copy to Selected Range
- Fill Series by Column/Row
- Justify Fill

## **Clear Options**

## **Find & Select**

- Find
- Replace
- Go To
- Go To Special
- Select Objects
- Selection Pane

## Module 3 - Advanced Excel

### Formulas Introduction

- What is Formula
- How to start with the formula
- What is an Argument?
- How to give input to formulas
- What is Optional & Mandatory argument?
- How many ways we can give input to formulas
- Mathematical Operators
- Comparison Operators

### Cell Reference Styles

- Relative Style
- Absolute Style
- Row Freeze
- Column Freeze

### Text Functions

LEN, UPPER, LOWER, PROPER, FIND, SEARCH, LEFT, RIGHT, MID, SUBSTITUTE, REPLACE, CONCATENATE, CONCAT, TEXTJOIN, CHAR, CODE, REPT, DOLLAR, FIXED, EXACT etc.,

**Project 2:** 11 Interview tasks using Text Functions.

### Date & Time

TODAY, NOW, DAY, MONTH, YEAR, TIME, HOUR, MINUTE, SECOND, WEEKDAY, WEEKNUM, EDATE, YEARFRAC, DAYS360,

- DAYS, EOMONTH, DATEVALUE, TIMEVALUE, NETWORKDAYS, NETWORKDAYS.INTL, WORKDAY, WORKDAY.INTL, DATEDIF, etc.

**Project3:** 7 Interview-Based Tasks using Date & Time

### **Logical Functions**

- TRU, FALSE, AND, OR, NOT, IF, IFS, IFERROR

**Project4:** 9 Interview tasks using Logical Functions

### **Mathematical Functions**

ABS, ROUND, ROUNDUP, ROUNDDOWN CEILING, FLOOR, MROUND, RAND, RAND BETWEEN, MOD, QUOTIENT, FACT, LCM, GCD, PI, EXP, SQRT, PRODUCT, POWER,, INT, EVEN, ODD, SUM, SUM, SUMIFSSUBTOTAL, SUMPRODUCT etc.,

**Project5:** 7 Interview task using Mathematical functions

### **Statistical Formulas**

COUNT, COUNTA, COUNTBLANK, COUNTIF, COUNTIFS AVERAGE, AVERAGE, AVERAGEIF, AVERAGEIFS, MIN, MAXIFS, MINIFS, MAXA, MINA, LARGE, SMALL, RANK etc.

**Project6:** 7 Interview tasks using Statistical Functions,

### **Information Formulas**

ISTEXT, ISNONTEXT, ISNUMBER, ISNA, ISREF, ISERR, ISERROR, ISEVEN, ISODD, ISBLANK, ISLOGICAL, ISFORMULA, CELL, INFO, SHEET, SHEETS, N, NA, TYPE, ERROR.TYPE etc.,

## **Lookup & Ref Formulas**

- VLOOKUP, MATCH, HLOOKUP, INDEX, OFFSET, CHOOSE, INDIRECT, ROW, ROWS, COLUMN, COLUMNS, TRANSPOSE, HYPERLINK etc.,

**Project7:** 33 Interview tasks using Lookup & Ref Funcs

Report Designing Techniques

## **Dynamic conditional formatting using formulas**

### **Illustrations**

- Insert Pictures
- Insert online pictures
- Insert Shapes
- Insert Icons
- Insert 3D pictures
- Insert Smart Art
- Screenshots

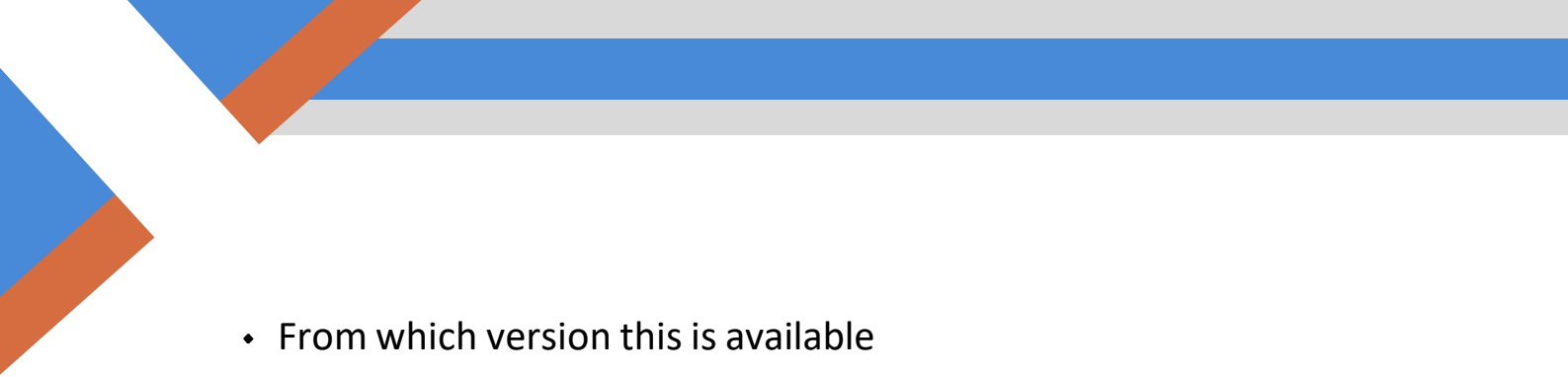
### **Sparklines**

- What is Sparkline?
- What is the difference between charts & Sparklines
- Line Sparkline
- Column Sparklines
- Win/Loss Sparklines

### **Filter Options**

- What is Slicer?



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- From which version this is available
  - Slicers vs Timeline

### **Insert Options**


- Hyperlink
- Comments
- Text Box
- Header & Footer
- WordArt
- Signature Line
- Object
- Hyperlink vs Object
- Symbols
- Equations
- Report Printing Techniques

### **Themes**

- Change Document Styles using Themes
- Change Document Color
- Change Document fonts
- Change Document effects
- Create our own Theme

### **Page Setup**

- Set Page Margins
- Change the orientation
- Set the paper size
- Set print area

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- Clear Print area
  - Insert/Remove Page breaks
  - Insert picture as a background
  - Print Titles

### **Scale to Fit**

- Change scale to fit pages

### **Sheet Options**

- Print Gridlines
- Print Headings

### **Arrange Objects**


- Formulas Execution Techniques

### **Define Names**

- What is Define Name/Named Range?
- Create a static Named Range
- Create a dynamic Named Range
- Edit existing Named Range
- Delete Existing Named Range
- Use Named Ranges in Formulas
- Use Named Ranges in Charts
- Use Named Ranges in Dynamic Dropdowns
- Use Named Ranges in Pivot Tables etc.

### **Formulas Auditing**

- Trace Precedents

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- Trace Dependants,
  - Show Formulas,
  - Error Checking,
  - Evaluate Formulas,
  - Watch Window

### **Calculation Options**

- Automatic Calculations
- Automatic Calculations except for Data tables
- Manual Calculations using Calculate Now
- Manual Calculations using Calculate Sheet

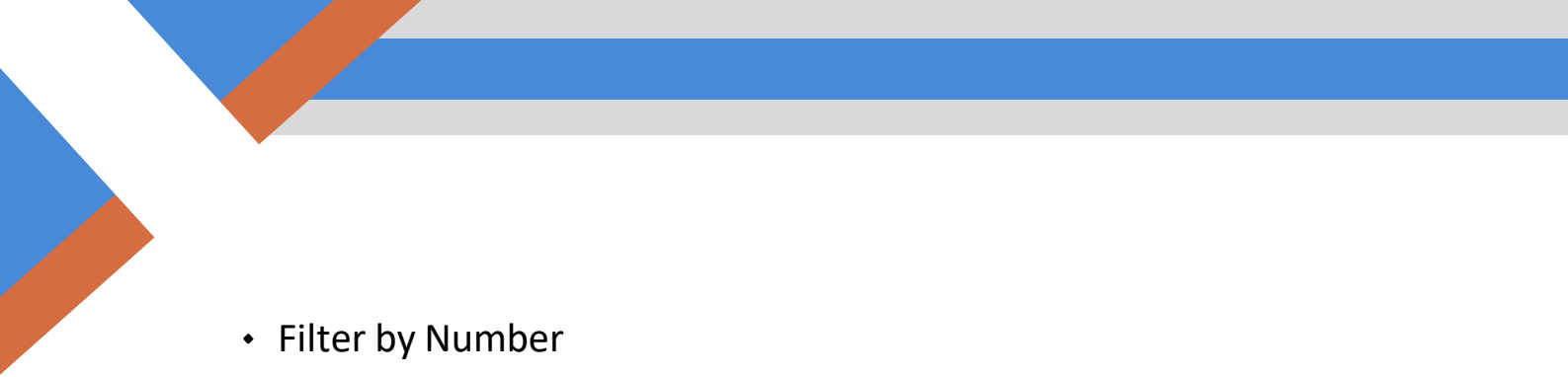
### **Data Management Techniques**

#### **Connect with External Applications**

- Create a connection with Database,
- Create a connection with a Text/CSV file
- Create a connection with the Website
- Extract data from external sources
- Delete existing connections
- Refresh connections
- Set time to refresh connections automatically

#### **Sort & Filter**

- Sort A-Z
- Sort Z-A
- Level by Sorting/Custom sorting
- Filter by Text


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- Filter by Number
  - Filter by Text Color
  - Filter by font Color
  - Filter by Icons
  - Filter using a search box
  - Add selection to existing filters
  - Advanced filters using conditions
  - Paste unique filtered data in other location, Auto Filter vs Advanced Filter

### **Data Tools**

- Split Data into multiple columns using Text to columns,
- Flash Fill,
- Remove Duplicates
- Consolidate data from multiple sheets

### **Data Validation**

- What is Data Validation?
- Static Data Validation
- Create input message
- Customize Error alert
- Change the Error Style (Stop, Warning, etc.)
- Dynamic Data Validation using formulas,
- Static List by Selecting Range/ Manual input
- List by using Named Range
- Dependent drop downs using Named Range
- Highlight Invalid Data using Circles

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- Clear validation circles
  - Clear Data Validation

### **Forecast**

- What if Analysis – Scenario Manager
- Goal Seek
- Data Table

### **Outline**


- Group
- Ungroup
- Sub-Totals
- Data Protection Techniques

### **Spell Checking Options**

- Spelling
- Thesaurus
- Translate
- AutoCorrect Options

### **Protection Options**

- Worksheet Protection (Restrict user to enter or modify data),
- Workbook Protection (Restrict user to Insert/ Delete Sheet, Move Sheet, Copy Sheet, Change Tab Color e,tc) – Structure Protection
- How to protect specific range
- Allowing users to edit the protected range

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- Lock cells / Hide formulas
  - Workbook Encryption

### **Comments**

- Insert Comment
- Show/Hide Comments
- Modify Comments
- Delete Comment

### **Notes**

- Insert Note
- Show/Hide Notes
- Modify Notes
- Delete Notes
- Data Viewing Techniques

### **Workbook Views**

- Normal View
- Page Break Preview
- Page Layout View
- Custom Views

### **Show/Hide**

- Gridlines
- Formula Bar
- Headings

### **Zoom Options**



**Create a new window for the workbook**

**Arrange Workbooks**

**Split worksheet screen**

**View the workbook side by side for comparison**

**Switch from one workbook to another**

- Data Analysis & Visualization

**Pivot Table (PT) & Pivot Chart**

- What is Pivot Table
- How to insert Pivot Table
- Pivot Table Fields Section
- Pivot Table Areas Section (Rows, Columns, Values & Filter)
- How to make your PT dynamic without changing the data source every time
- How to insert Slicers in Pivot Table
- Insert Timeline in Pivot Table
- Difference between Slicer and Report Filter
- How to Connect Multiple Pivot Tables using Slicers
- How to insert Calculated Fields/Formulas in PT
- Pivot Table Value field settings
- Grouping/Ungrouping of fields
- Creating a Pivot Chart
- Sub Total settings
- Grand Totals settings

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- Report Layout Options
  - Pivot Table Style Options etc.

## **Charts**

- What is Chart?
- Charts Terminology
- Types of Charts – Column, Line, Bar, Pie Area, Combo charts etc.
- Creating Static Chart
- Chart Design
- Dynamic Chart using formulas
- Dynamic chart using Named Range

## **Dashboards**

- What is Dashboard?
- Creating Dashboard using Pivot Tables and Charts

**Project8:** Creating Dashboard using real time data

**Project9:** 25 complex tasks using advanced features of Excel



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