

### **OPTION 1**

First option is a customized courseware for Microsoft Advanced Excel 2013 where the course duration for a batch of 20 participants is 2 days from 9:00AM to 5:00PM. The course details are as follows.

#### **About this course**

Excel 2013 is the spreadsheet application in the newest Microsoft Office suite. This workshop will show you how to use the powerful tools in Excel 2013 for organizing, visualizing, and calculating your data.

#### **Course Outline**

1. Introducing MS Excel 2013
2. Constructing Cell Data
3. Using Formulas & Functions
4. Formatting the Worksheet
5. Analyzing, Organizing & Sharing
6. Workbooks (Data Tab)
7. Presenting Data Visually
8. Sharing & Protecting Workbooks
9. Data Analysis
10. Working with Charts
11. Developer Tab & advanced Macro options
12. Viewing & Printing Workbooks

#### **Detailed Topics**

1. Customizable Ribbon and Excel 2013 Interface
2. Use Template and Create Template
3. How to use Formula
4. Three-Dimensional Formulas
5. Introduction Function
6. Text Functions
7. The match functions
8. The index Function
9. Date Functions
10. Time Functions
11. Evaluating investments by Using Net Present Value
12. Internal Rate of Return
13. More Excel Financial Functions
14. Formula Lookup Functions
15. IF Statements
16. The Paste Special Command
17. Name Range

18. The Auditing Tool
19. Sensitivity Analysis With Data Tables
20. The Goal Seek Command
21. Using The Scenario Manager For Sensitivity Analysis
22. The COUNTIF, COUNTIFS, COUNTA, and COUNTBLANK Functions
23. The SUMIF, AVERAGEIF, SUMIFS, and AVERAGEIFS
24. The OFFSET Function
25. The INDIRECT FUNCTION
26. Conditional Formatting
27. Sorting in Excel
28. Tables
29. Spin Buttons, Scroll Bars, Option Buttons, Check Boxes, and Group List Boxes
30. An Introduction to Optimization With Excel Solver
31. Using Solver to Determine the Optimal Product Mix
32. Using Solver for capital Budgeting
33. The GRG Multistate and Evolutionary Solver Engines
34. The Evolutionary Solver
35. Importing Data from a Text file or Documents
36. Importing Data from the internet
37. Validating Data
38. Summarizing Data by Using Histograms
39. Summarizing data by Using Descriptive
40. Using Pivot tables and Pivot Chart
41. Slicers to Describe data
42. Sparkline
43. Filtering data and Removing Duplicates
44. Consolidating data
45. Creating Subtotals
46. Estimating Straight Line Relationships
47. Modelling Exponential Growth
48. The Power curve
49. Using Correlations to Summarize Relationships
50. Using Moving Averages to Understand Time Series
51. An Introduction to Random variables
52. The binomial, Hypergeometric, and negative Binomial random Variables
53. The Normal Random Variables
54. Simulations Stock Prices and Asset Allocation Modelling
55. Using Resampling to Analyze Data
56. Estimating a Demand Curve
57. Array Formulas and Functions
58. Write Simple Macro